

Town of Brewster



SPECIAL & ANNUAL TOWN MEETING

WARRANT

for

May 14, 2022

at

10:00 AM

**STONY BROOK ELEMENTARY SCHOOL
384 UNDERPASS ROAD**

Please bring this copy of the warrant to Town Meeting
Large print copies of the warrant are available at the Brewster Town Offices

**TOWN OF BREWSTER
SPECIAL & ANNUAL TOWN MEETING WARRANT
May 14, 2022**

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Anecdotes from the Archives: Forty-One Doors

Researching historic houses not only paints a picture of Brewster's past but also tells a story about the impact some of the owners have had on the culture of the town and America. One house, originally called the Sears House on Stony Brook Road, is an example of a house built in the very early years of the town's settlement and one that also tells the story of the mid-20th century when many artists and writers were drawn to Brewster as a place to live and work.

The house, a farmhouse built early in the 19th century when agriculture was becoming an important industry, was part of a Sears family property. The original portion of the house is a two-story saltbox with a small half cape added at a later date. A one-story ell, used as a summer kitchen, was built with wood that came from dismantled salt works in Sesuit Harbor. The property was originally a working farm with an orchard that still exists (although overgrown) and a cranberry bog (now in disuse). Like many properties in West Brewster, the early history of this house is connected to the Sears family. At one point in the mid/late 1800s, Elijah Sears, the then owner, was described as a trader, a mariner, and a huckster. After a few different owners over the years, the house was sold to Rufus Clark in 1872, whose estate sold the property to Mary and Conrad Aiken in 1940.

Conrad Aiken (1889-1973) was a nationally known poet, writer, and critic. He was the US Poet Laureate 1950-1952, a Pulitzer Prize winner for Poetry in 1930 and a National Book Award finalist in 1953 for *Ushant*, an autobiography, and a winner of the Award in 1954 for Poetry. Not only a poet and writer, Aiken was also credited for establishing Emily Dickinson's reputation as an American poet. In the early part of the century a friendship between Aiken and T. S. Eliot was established. The two stayed friends for years through letters and occasional visits. Aiken was also a mentor to John Hay, the naturalist and poet, who had a major influence in establishing and protecting Brewster's open space.

Mary Hoover Aiken (1905-1992), Conrad's third wife, was a well-known artist who had two paintings purchased by the Metropolitan Museum of Art. She studied under Charles Hawthorne at his famed painting school in Provincetown. She travelled extensively in Europe and some of her work reflect her time in Spain in the 1930s. Her work has been exhibited in the Royal Academy of Art in London, The Whitney Museum, and The Art Institute of Chicago. Her portrait of Conrad Aiken is in the National Portrait Gallery of the Smithsonian. She and her husband hosted small groups of writers and artists at their summer school called Forty-One Doors. The name referred to the unofficial name of their house which does have 41 doors.

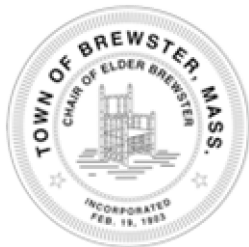
Along with the Aikens, artists who came to live in Brewster in the 1930s and 40s included Howard Gibbs, Eugene Fitsch, Tom Bouchard, and the young John Hay. "Arty types" were still looked upon with suspicion by many of the old Cape Codders in those days, and the presence of so many of them in West Brewster probably helped to preserve its local name of "Punkhorn," with its connotation of strange or eccentric characters.

In the 1960s, the Aikens returned to Conrad Aiken's childhood home in Georgia where he died in 1973. In his poem *The House of Dust* he wrote "Death is never an ending; death is a change." His epitaph reads "Cosmos Mariner Destination Unknown". Mary died in 1992 and her epitaph reads "Send my love to the world".

It is amazing that the small, quiet, rural town of Brewster was part of an important literary and artistic scene that made a significant contribution to American culture.

Patricia Hess is a member of the Brewster Historical Commission. The Commission has researched all the historic houses in town and the narratives (known as Form B) can be found in the reference section of the Brewster Ladies Library. Many thanks to Eric Dray for research and Bob Finch for clarifying the origins of the "Punkhorn".

From 2005 until her passing in 2019, Ellen St. Sure served as the Town Archivist. For many years, her "Anecdotes from the Archives", chronicling Brewster's history, were included in the Town Meeting warrant. This profile recognizes her many contributions to the Town and seeks to continue that tradition. This year, the Brewster Historical Society is seeking Community Preservation Act funding to digitize and preserve Ellen's personal research files.



BREWSTER TOWN MEETING INFORMATION

DATE, TIME & PLACE

DATE & TIME: Saturday, May 14, 2022, at 10:00am
CHECK-IN: Starts at 9:00am
LOCATION: Stonybrook School Ball Field ("Whitecaps Field") 384 Underpass Rd.
RAIN DATE: Sunday, May 15, 2022, at 1:00pm (check-in starts at 12:00pm)

HEALTH & SAFETY

MASKS: Face masks/coverings are optional.
SOCIAL DISTANCE: Maintain respectful distancing.
MICROPHONES: Sanitized between speakers.
SEATING: Seats will be in pairs.
HAND SANITIZER: Sanitizer stations will be available; voters may bring their own.

ENTRY & MEETING

ENTRY: Form a socially distanced line at entry near playground (west of school).
CHECK-IN: When invited by greeter, approach check-in station to receive voter ticket.
ENTER FIELD: Proceed to single field entrance as directed, maintaining social distance.
MICROPHONES: Use closest stationary microphone to speak or raise hand for mobile "mike."
 Socially distance if there is a line at the microphone.

CHANGES TO IMPROVE SAFETY

VOTING: All votes will be cast by raising voter ticket; there will be no voice votes.
DEBATE: The Moderator will enforce standard time restrictions on presentations (5 minutes) and follow-up comments/questions (3 minutes).
MOTION COPIES: Proposed amendments need to be handed to the Moderator.

AMENITIES

PARKING: Use school and tennis parking areas.
BATHROOMS: Port-a-potties will be available on the field.
FOOD/DRINKS: Not available.
TRANSPORTATION: Available by contacting Council on Aging at (508) 896-2737 by noon on May 11th. Rides available during the entirety of Town Meeting. Masks required on transportation.
CHILD CARE: Available for children ages 5-14 from 9:30am -1:00pm. Call or email Nauset Youth Alliance before 4:00pm on May 12; (508) 896-7900 or drost@nausetyouthalliance.org. Available on Saturday only.

SPECIAL SERVICES

HANDICAPPED PARKING: Use lot at west end of school near check-in point.
MOBILITY IMPAIRED SEATING: Available.
MOBILITY IMPAIRED CHECK-IN: Please proceed to beginning of check-in line.
PLEASE CALL: If possible, call the Town Administrator's office before the meeting to let us know of your needs so we can assist you. Phone: (508) 896-3701 ext. 1100.

WHAT TO BRING

- Town Warrant booklet: copies will be available at Town Meeting.
- Hand sanitizer, insect repellent, sunscreen (no tent), sunglasses & water bottle.

Town Moderator Information for Brewster Voters

Brewster Voters:

As we continue to be cognizant of ongoing public health considerations related to COVID and in the interest of expediting introductory remarks, we appreciate your attention to the following information about the May 2022 Town Meeting:

1. **Attendance:** Please do not attend Town Meeting if you have recently tested positive for COVID, have any COVID symptoms, or have recently been in contact with a person diagnosed with COVID.
2. **Check-in:** Will start at 9:00 am. Please form a socially distanced line at the check-in area adjacent to the Stony Brook School playground. A greeter will direct you to a check-in station. If you have a mobility issue, please move to the beginning of the check-in line.
3. **CERT:** Members of the regional Community Emergency Response Team (CERT) will provide assistance during Town Meeting. Please follow their instructions.
4. **Seating:** Seats will be set up in pairs and will be socially distanced.
5. **Microphones**
 - Several stationary microphones will be set up at the front of the voter seating areas.
 - Mobile microphones will be available if you wish to speak from your seating area; raise your hand to alert a microphone manager.
 - Please maintain social distancing if there is a queue of speakers.
 - The microphones will be sanitized between speakers.
 - State your name and address when you speak.
6. **Town Warrants:** Copies of the Town Warrant will be available; voters are invited to bring their own copy.
7. **Town Officials Participating in Town Meeting**
 - Select Board: Chair Cynthia Bingham, David Whitney, Mary Chaffee, Ned Chatelain, and Kari Hoffmann
 - Town Administrator: Peter Lombardi
 - Assistant Town Administrator: Donna Kalinick
 - Town Clerk: Colette Williams
 - Finance Committee: Chair Pete Dahl, Frank Bridges, William Meehan, Honey Pivrotto, Robert Young, Alex Hopper, Robert Tobias, Andrew Evans, and William Henchy
 - Finance Director: Mimi Bernardo
 - Town Counsel: Gregg Corbo (KP Law)
 - Constable: Roland Bassett, Jr.

8. Meeting Rules of Order

- Brewster uses “Town Meeting Time: A Handbook of Parliamentary Law” as well as local practice and tradition.
- Please be respectful and courteous to others.
- All questions or comments should be directed only to the Moderator.

9. **Time Clock:** Unlike recent Town Meetings, presenters will once again have the full 5 minutes provided for in the Town bylaw. Similarly, residents may speak for or against an article for up to 3 minutes.

10. Voting

- All voting will be done by a show of hands using voter tickets. There will be no voice votes. The Moderator will evaluate the show of hands and announce the result.
- Voters may challenge the Moderator’s result; if more than 7 request a count, one will be done.

11. Motions

- Amendments:
 - If a minor amendment is proposed, the Moderator may accept it verbally.
 - If a longer amendment is offered, provide it in writing to the Town Clerk or her staff.
- If you are unclear at any time about an action, raise your voter ticket to be recognized and state: “Point of order.”

12. Services

- If you need special seating or any other type of assistance, please contact the Town Administrator’s office (508-896-3701 ext. 1100) before Town Meeting. We want to make sure we have the services you may require.
- Handicapped parking will be available at the west end of the parking lot by voter check-in.
- Nauset Youth Alliance will provide free childcare services for children ages 5 – 12 in the Stony Brook School during Town Meeting. If you would like to utilize this service, please call 508-896-7900 or email drost@nausetyouthalliance.org. Childcare is available on Saturday only.
- The Council on Aging offers rides to and/or from Town Meeting. For information or to schedule a ride to and/or from Town Meeting, please call the Council on Aging at 508-896-2737 by noon on Wednesday, November 10th. Masks will be required.

13. **Handouts/Flyers:** A designated area will be available for distribution of materials to voters.

14. **Thank you.** I appreciate your commitment to conducting the Town’s business and your attention to efforts that will keep us all safe.

Charles Sumner, Town Moderator

REPORT OF THE FINANCE COMMITTEE

Fiscal Year 2023

Dear Town Meeting Members:

As we begin to emerge from the confines of the two-year pandemic, many of the challenges of conducting the Town's business remotely have become normal. Our Town employees have been flexible, caring, and resilient in the face of a constantly changing environment. The Finance Committee commends their work and continues to support their efforts. Our Town Leadership has carried us through this confusing landscape with their dedication and hard work, and also their persistence in insuring that the Town receives any and all funds that are available from State and Federal sources. As a result, we may be emerging from this pandemic in better financial condition than when it began.

For the past two years, Town government adapted to remote work and Town Boards and Committees met remotely by Zoom, maintaining all important openness and transparency in government; we are now going to re-adjust to committee life "live and in-person", with the added ability to attend and participate remotely.

The Town of Brewster's Finance Committee consists of up to nine members appointed by the elected Town Moderator. Our primary role is to advise Town Meeting voters on all the articles contained in the Town Meeting Warrant and inform your debate and deliberations with our reviews and recommendations. This committee takes that role seriously. Since the Annual Town Meeting on May 15th, 2021, the Finance Committee met 20 times, attended 2 Special Town Meetings, and reviewed and discussed numerous warrant articles, including the successful purchase of the Cape Cod Sea Camps.

Town Operating Budget

Our votes recommending your approval of the Town Operating Budget as well as those in support of Golf Department, Water Department, & Capital and Special Projects Expenditures are the result of our having the opportunity to meet jointly with the Select Board to hear budget presentations by, and ask questions of, Town Department Heads. You may watch the video recordings of these meetings and we think you will agree with our recommendations. If the vote at Special Town Meeting on Article 3 passes, making the Golf Department an Enterprise fund, as recommended by the Finance Committee, then both the Golf and Water Departments will essentially function as separate business entities and are fully funded by Golf & Water usage fee revenues, respectively.

Capital Requests

For FY2023, the Town is requesting \$1,730,282 for various capital expenditures (Article 10). The Finance Committee supports this investment in our infrastructure. It is important to continually upgrade the assets of our Town for both safety and efficiency. The Finance Committee voted overwhelmingly in support of these projects.

School Operating Budgets

School budgets represent a significant share of the spending you will decide upon at Town Meeting. Brewster is one of twelve towns in the Cape Cod Regional Technical High School District; Brewster's assessment, based on enrollment, appears in Annual Town Meeting warrant Article 1. The funding request for Brewster Elementary Schools – the Stony Brook School (grades PreK-2) and the Eddy School (grades 3-5) – appears in warrant Article 2. Brewster Elementary Schools are administered as part of the Nauset Regional School District but Town Meeting votes on their budget separately. Finally, Brewster is one of four towns in the Nauset Regional School District that includes a Regional Middle School and a Regional High School. Brewster's assessment, based on

enrollment, appears in warrant Article 4. Note that you elect representatives to school committees overseeing each of these two school districts in the annual Town Election.

For the second consecutive year, the Finance Committee members voted **not to recommend** the Nauset Regional Public School's budget. There are several factors influencing this decision. First, the Committee remains concerned over an apparent lack of transparency and accountability in the preparation and presentation of the budget. For the second consecutive year, the Regional School Administration has been unable to present the budget to the Select Board and Finance Committee before certification by the Nauset Regional School Committee. The Finance Committee has been requesting a reconciliation of approximately \$1.8M requested for a "Reserve for Negotiations" from the FY22 budget. The Central Office has declined to provide this. Secondly, a majority of the Committee feel a 5.74% increase in the Nauset operating budget is not supported given continued and projected declines in District enrollment. Finally, there is School Choice. The pandemic has imposed significant additional educational costs on all students at Nauset. A majority of the Committee was unwilling to recommend providing extra funds to educate students from towns outside the district. To remind Town Meeting, Nauset Public Schools receives \$5,000 plus a small amount for special education from the State for each school choice student. Our cost to educate each student in FY2020 was \$21,492 (per MA Dept of Elementary and Secondary Education).

The Finance Committee applauds the education the Brewster Schools, the Nauset Public Schools, and the Cape Cod Technical High School provide to the students of Brewster. The hard work of our teachers and staff continues to provide our children with a first-class education. The Finance Committee notes that, along with the high educational excellence rating, Nauset District cost per student is also among the highest in the state, compelling the Finance Committee to seek a better understanding of the value - costs and benefits – of School Choice.

Finally, we note the Select Board has a Strategic Plan goal to "Foster stronger relationships with Nauset School District officials, especially regarding finances." We sincerely hope all key stakeholders will embrace that goal to include knowledge sharing around School Choice.

In closing, the Finance Committee applauds the work of so many Town and School employees for their "above and beyond" efforts in service in these most difficult times. We especially acknowledge and appreciate our close working relationship with the Select Board, the Town Administrator, Finance Director, Assistant Town Administrator, and the many Department Heads and their staff who helped us understand the work they do, and the budgets and other warrant articles here presented.

Finally, we thank you, the voters who attend Town Meeting and undertake to do the business of the Town. We are proud to serve you and the Town of Brewster.

Respectfully submitted,

Harvey (Pete) Dahl, Chairman

Frank Bridges, Vice Chair

William Meehan, Clerk

Andrew Evans

Alex Hopper

Honey Pivrotto

Robert Tobias

Robert Young

William Henchy

TOWN OF BREWSTER FISCAL YEAR 2022			
INCREASE IN TAX LEVY		TAX RATE INCREASE	MEDIAN SINGLE FAMILY TAX BILL IMPACT
FY22 TOTAL PROPERTY VALUE =			\$4,839,754,960
FY22 MEDIAN SINGLE FAMILY HOME VALUE =			\$532,000
\$250,000	=	\$0.05	\$27
\$500,000	=	\$0.10	\$55
\$750,000	=	\$0.15	\$82
\$1,000,000	=	\$0.21	\$110
\$1,250,000	=	\$0.26	\$137
\$1,500,000	=	\$0.31	\$165
\$1,750,000	=	\$0.36	\$192
\$2,000,000	=	\$0.41	\$220
\$2,250,000	=	\$0.46	\$247
\$2,500,000	=	\$0.52	\$275
\$2,750,000	=	\$0.57	\$302
\$3,000,000	=	\$0.62	\$330
\$3,250,000	=	\$0.67	\$357
\$3,500,000	=	\$0.72	\$385
\$3,750,000	=	\$0.77	\$412
\$4,000,000	=	\$0.83	\$440
\$4,250,000	=	\$0.88	\$467
\$4,500,000	=	\$0.93	\$495
\$4,750,000	=	\$0.98	\$522
\$5,000,000	=	\$1.03	\$550

TOWN OF BREWSTER PROJECTED CAPITAL PROJECTS IN EXCESS OF \$100,000					
DEPARTMENTAL INDEX	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
DEPARTMENT OF PUBLIC WORKS:					
1. Drainage/Road Maintenance Projects	\$200,000	\$225,000	\$250,000	\$275,000	\$300,000
2. Millstone Road Construction (Road Bond)		\$1,750,000	\$3,500,000		
3. Route 137 Design & Construction (Ch 90 State Aid)		\$1,200,000			
4. P2 One Ton Dump Truck 2012		\$100,000			
5. L2 Front End Loader 1989	\$250,000				
6. L3 Loader/Backhoe 2006					\$225,000
7. H9 One ton Silverado Truck 2015			\$100,000		
8. H6 Dodge Ram 2015					\$120,000
POLICE DEPARTMENT:					
1. Cruiser Replacements	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000
2. Dispatch Console				\$225,000	
FIRE DEPARTMENT:					
1. Breathing Apparatus- SCBA 32 units (Grant)	\$280,000				
GOLF DEPARTMENT:					
1. Window and Door Replacement	\$280,000	\$120,000			
2. Maintenance Building Design		\$100,000			
3. Maintenance Building Replacement			\$130,000	\$127,000	\$124,000
4. Cart Path Improvements		\$120,000			
5. Equipment Replacement	\$232,000	\$225,000	\$290,000	\$225,000	\$180,000
6. HVAC/Boiler Upgrades	\$265,000				
7. Irrigation Replacement Construction				\$300,000	\$300,000
8. Driving Range Improvements			\$100,000		
WATER DEPARTMENT:					
1. Land Acquisition for Water Protection	\$250,000				
2. Red Top Water Main	\$150,000				
3. HVAC Replacement at wells & water facilities (grants)		\$190,000			
4. Master Plan Update				\$250,000	
5. Tanks Exterior Painting			\$825,000		
SELECT BOARD:					
1. Golf Course Septic Upgrade (IWRMP)				\$200,000	
2. Ponds Alternative Septic Upgrade (IWRMP)			\$300,000		
3. Community Center				TBD	
4. Millstone Community Housing (CPC/AHT)			\$1,000,000		
5. Sea Camps Land Acquisition	\$21,750,000	\$875,000	\$875,000	\$875,000	\$650,000
6. Sea Camps Comprehensive Planning (Art. Trsf & grant)	\$185,000	\$75,000			
7. Sea Camps Interim Resident Beach Access (ARPA)	\$150,000				
8. Sea Camps Site Remediation (ARPA)		\$300,000			
9. Drummer Boy Master Plan: Phases One & Two		\$750,000		\$750,000	
FACILITIES:					
1. Town Hall Windows		\$100,000			
BREWSTER LADIES LIBRARY:					
1. Library Renovation Design & Construction			\$471,180		\$12,286,355
2. Elevator Replacement		\$300,000			
NATURAL RESOURCES:					
1. Freemans Pond Culvert Wing Walls (Grants)		\$325,000			
2. Stony Brook Millsites Retaining Wall (Grants/CPA)		\$461,867			
3. Bike Trail Extension (Grants)			\$800,000	\$1,100,000	
4. Wing Island Boardwalk (Grants/CPA)	\$145,000			\$500,000	\$600,000
5. Long Pond Boat Ramp	\$350,000				
6. Low Lying Roads Improvements (Grant)				\$100,000	
RECREATION DEPT:					
1. Freemans Field ADA upgrades Phase 2 (CPA)		\$135,000			
2. Town Hall Fields ADA Upgrades (CPA)				\$250,000	
3. Gages Field ADA upgrades (CPA)			\$204,068		
4. Freemans Field New Playground (CPA)					\$500,000
NAUSET REGIONAL SCHOOLS:					
1. High School Renovation Project debt		\$131,825,665			
2. Annual Capital Allocation	\$271,782	\$278,577	\$285,541	\$292,679	\$299,996
STONY BROOK ELEMENTARY:					
1. Roof Design				\$250,000	
2. Asphalt & Rubber Roof Replacement					\$400,000
3. Unit Ventilator Replacement		\$320,000			
4. Boiler Replacement		\$300,000			
EDDY ELEMENTARY:					
1. Resurface Parking Lot and Drive			\$250,000		
2. Shingle Replacement (\$400k total, 5 yr debt)				\$80,000	\$80,000
TOTAL REQUESTS	\$24,903,782	\$140,221,109	\$9,525,789	\$5,944,679	\$16,210,351
SOURCE OF FUNDS	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
DEBT AUTHORIZATIONS	\$21,750,000	\$132,700,665	\$875,000	\$955,000	\$2,630,000
WATER RESERVES/DEBT	\$400,000	\$20,000	\$825,000	\$250,000	
GOLF RESERVES/STABILIZATION/DEBT	\$777,000	\$565,000	\$520,000	\$652,000	\$604,000
ARPA	\$275,000	\$750,000			
FREE CASH	\$820,000	\$1,291,600	\$1,130,590	\$1,095,000	\$790,000
CAPITAL STABILIZATION					\$2,500,000
RAISE & APPROPRIATE	\$271,782	\$278,577	\$285,541	\$292,679	\$299,996
ROAD BOND		\$1,750,000	\$3,500,000		
CHAPTER 90 STATE AID		\$1,200,000			
ARTICLE REAPPROPRIATION	\$185,000				
GRANTS & GIFTS	\$425,000	\$1,105,267	\$950,000	\$1,800,000	\$7,155,737
AHT FUNDS			\$500,000		
CPA FUNDS		\$560,000	\$939,658	\$750,000	\$2,230,618
OTHER				\$150,000	
TOTAL REVENUES	\$24,903,782	\$140,221,109	\$9,525,789	\$5,944,679	\$16,210,351

HEALTH AND HUMAN SERVICES REPORT

Below please find the Health and Human Services Committee's funding recommendations for 17 non-profit agencies that support Brewster citizens. We are grateful for the services of these 17 incredible agencies. Every year, these agencies help our neighbors through tough times, and times have never been tougher than they are now.

AGENCY	FY23 Recommendation	FY22 Award	FY21 Award
Aids Support Group of Cape Cod	\$5,000	\$4,000	\$3,000
Alzheimer's Family Support	\$11,000	\$10,000	\$10,000
Cape Abilities	\$7,000	\$7,000	\$7,000
Cape Cod Children's Place	\$10,500	\$9,000	\$9,000
Consumer Assistance Council	\$600	\$600	\$500
Duffy Health Center	\$1,000	\$1,000	\$1,000
Elder Services	\$8,600	\$8,600	\$8,600
Family Pantry of Cape Cod	\$5,000	\$5,000	\$4,300
Gosnold	\$0	\$12,000	\$12,000
Homeless Prevention Council	\$15,000	\$15,000	\$15,000
Independence House	\$10,000	\$9,000	\$7,300
Lower Cape Outreach Council	\$10,000	\$9,500	\$9,500
Nauset Together We Can	\$1,500	\$1,500	\$3,000
Nauset Youth Alliance	\$16,000	\$17,000	\$10,800
Outer Cape Health Services	\$15,000	\$15,000	\$15,000
Sight Loss Services	\$1,500	\$1,500	\$1,500
South Coastal Counties Legal Services	\$4,250	\$4,200	\$4,120
Total	\$121,950	\$129,900	\$121,620

The Health and Human Services Committee recommends a total *decrease* in funding of 6.1% (-\$7,950) for FY2023. In the face of increasing costs and increasing needs, a decrease in funding is odd. The oddity is explained by two factors. First, the FY2022 award was temporarily inflated by \$5,000 to help keep Nauset Youth Alliance afloat during the pandemic. Second, the FY2023 recommendation is temporarily deflated due to Gosnold's decision not to reapply for \$12,000. (For their own reasons, Gosnold has decided not to reapply for funding from all health and human services committees across the Cape.) If we set aside last year's temporary award of \$5,000 to Nauset Youth Alliance, and we consider only agencies that re-applied, we recommend level funding for 7 of 16 agencies that reapplied, and we recommend increased funding for 9 of 16 agencies that reapplied, for an average increase of 8% for all applicants.

Normally, the Health and Human Services Committee has recommended a total funding increase of 2.5% each year. This year and the last have been anything but normal. Looking ahead to next year, and hoping for a return to normality, we plan to take as next year's baseline the baseline that would have been if there were a consistent increase of 2.5% per year. Of course, it is ultimately up to Brewster citizens to decide if our recommendations (and our methods for giving those recommendations) indeed reflect their values, as we intend.

Following is but one highlight from each agency that reapplied for funding:

Aids Support Group of Cape Cod, in FY2021, in addition to a Cape-wide overdose prevention program, served 47 Brewster residents with prevention and screening services and 5 Brewster residents with medical case management. **Recommended Funding: \$5,000**

Alzheimer's Family Support, in CY2019, served 117 Brewster residents on average each month with support groups, ongoing phone support, counseling, care consultation, memory screenings, education, outreach and social and cultural events with a conservatively estimated total cost of \$60,900 per year. **Recommended Funding: \$11,000**

Cape Abilities, in CY2020, served 24 Brewster residents with vocational training, supported employment, day habilitation, life skills, community-based day supports, residential services, adult family care and shared living. **Recommended Funding: \$7,000**

Cape Cod Children's Place, in FY2021, served 192 Brewster parents and children with family support visits, play groups, and parenting education classes (1,255 Units of Service). **Recommended Funding: \$10,500**

Consumer Assistance Council, in CY2019, served as consumer advocate for 9 Brewster cases for whom they recouped/saved \$27,915. **Recommended Funding: \$600**

Duffy Health Center, through their In From The Streets Program in CY2019 served 3 Brewster clients by providing 9 nights of emergency safe shelter with a conservatively estimated total cost of \$1,665. **Recommended Funding: \$1,000**

Elder Services, in FY2021, delivered 8,327 Meals-on-Wheels to 92 Brewster residents with an estimated total cost of \$87,434. **Recommended Funding: \$8,600**

Family Pantry of Cape Cod, in CY2020, provided food (5,288 grocery bags of food), clothing, healthy-eating education and a mobile pantry to 511 Brewster residents, for an estimated total cost of \$42,898. **Recommended Funding: \$5,000**

Homeless Prevention Council, in CY2020, provided case managers enabling a broad range of individualized services for 87 Brewster families with a conservatively estimated total cost of \$53,766. **Recommended Funding: \$15,000**

Independence House, in FY2021, provided an array of services including counseling, advocacy and basic needs to 290 Brewster children and adult survivors through programs such as the Child Witness to Violence Program and Child Sexual Assault Services with an estimated total cost of \$79,772. **Recommended Funding: \$10,000**

Lower Cape Outreach Council, in CY2020, served 236 Brewster households through cash assistance, food, clothing, Thanksgiving baskets and holiday toys with an estimated total cost of \$177,942. **Recommended Funding: \$10,000**

Nauset Together We Can, in CY2019, served 20 Brewster middle schoolers with over 144 visits to the free Youth After School Program which provides a safe, healthy, social environment for

students to do homework, play and relax with adult supervision and mentoring for a conservatively estimated total cost of \$3,600. **Recommended Funding: \$1,500**

Nauset Youth Alliance, in CY 2019, served 112 Brewster children by providing after-school care and summer programming with an estimated total cost of \$369,797. **Recommended Funding: \$16,000**

Outer Cape Health Services, in FY2021, provided 2,269 Brewster residents 5,150 billable visits and 13,227 unbillable encounters (including uninsured patients and interactions with phone callers, web users, lab staff, pharmacy staff etc.). **Recommended Funding: \$15,000**

Sight Loss Services, in CY2020, provided 390 units of service (support groups, education, referrals, home independence, adaptive aids and advocacy) to 63 Brewster residents with an estimated total cost of \$7,332. **Recommended Funding: \$1,500**

South Coastal Counties Legal Services, in CY2019, provided free legal services to 23 low-income and/or elderly Brewster residents with an estimated total cost of \$27,853. **Recommended Funding: \$4,250**

The members of this committee continue to be impressed with the work of these agencies in their efforts to support our townspeople. It is clear that Brewster residents seek out these agencies for support, especially in times of crisis; it is also clear that the agencies seek to find new and more effective ways to meet the needs expressed by our residents. We hope you will approve our recommendation for a (temporary) 6.1% funding decrease.

TOWN OF BREWSTER SPECIAL TOWN MEETING MAY 14, 2022

Barnstable, ss

To: Roland W. Bassett, Jr. Constable of the Town of Brewster

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and inform the Town of Brewster inhabitants qualified to vote in Town affairs to meet at the Stony Brook Elementary School ballfield, 384 Underpass Road, on **Saturday, May 14, 2022**, next, at 10:00 a.m. o'clock in the morning, then and there to act upon the following articles:

OUTSTANDING OBLIGATIONS

ARTICLE NO. 1: To see what sums the Town will vote to appropriate from available funds for the payment of unpaid obligations from previous fiscal years, including any bills now on overdraft:

	<i>VENDOR</i>	<i>AMOUNT</i>
a.	Custom Drug Testing	\$165.00
b.	Titleist/Acushnet	\$1,683.28
c.	Jet Professional Group	\$687.50
d.	Addy	\$1,802.00
Total		\$4,337.78

Or to take any other action relative thereto.

(Select Board)

(Nine-tenths Vote Required)

COMMENT

This article will authorize the payment of outstanding bills from a previous fiscal year. According to Massachusetts General Laws, a Town cannot pay a bill from a previous fiscal year with the current year's appropriation. Therefore, Town Meeting authorization is required.

a. This unpaid bill is for random drug and alcohol testing as required by state and federal law for Town employees who hold Commercial Driver's Licenses (CDLs).

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

b. These unpaid bills are for merchandise sold at the Captains Golf Course pro shop.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

c. This unpaid bill is for HVAC services performed at the Captains Golf Course as part of an installation project for the restaurant and clubhouse.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

d. This unpaid bill is for advertising services for the Captains Golf Course.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

BUDGETARY TRANSFERS

ARTICLE NO. 2: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2022 General Fund operating budget from other line items of said budget and from other available funds:

	<i>FROM</i>	<i>TO</i>	<i>AMOUNT</i>
a	Town Health Insurance	Short-term Debt	\$300,000
b	School Health Insurance	Short-term Debt	\$100,000
c	Ambulance Receipts	Fire Department Overtime	\$150,000

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article would authorize the transfer of surplus funds from certain departments' budgets and/or accounts and Free Cash for Fiscal Year 2022 to other accounts which are experiencing unanticipated shortfalls and/or require additional funding for new programs and/or initiatives. The following is a brief review of these requests:

a. The Town received a one-time, one-month health insurance premium holiday in FY22 as a member of the Barnstable County Municipal Health Group. Only 50% of this premium was applied to the FY22 budget to avoid creating a structural deficit in future years. Accordingly, the Town has additional funding available in this line item this year. This transfer will help pay down a total of \$400,000 in short-term debt previously approved by Town Meeting, thereby creating capacity in the FY23 Town operating budget to make a \$300,000 payment to cover some of the remaining expenses associated with the purchase of the Sea Camps property on Long Pond. Taking this approach, the Town anticipates paying off the balance of our short-term obligations for this land purchase by FY25.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

b. The Town received a one-time, one-month health insurance premium holiday in FY22 as a member of the Barnstable County Municipal Health Group. Only 50% of this premium was applied to the FY22 budget to avoid creating a structural deficit in future years. Accordingly, the Town has additional funding available in this line item this year. This transfer will help pay down a total of \$400,000 in short-term debt previously approved by Town Meeting, thereby creating

capacity in the FY23 Town operating budget to make a \$300,000 payment to cover some of the remaining expenses associated with the purchase of the Sea Camps property on Long Pond. Taking this approach, the Town anticipates paying off the balance of our short-term obligations for this land purchase by FY25.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

c. This sum is required to cover additional Fire Department personnel expenses stemming from employee turnover, changes in minimum staffing levels, and contractual obligations. The Ambulance Receipts account has a current balance of just over \$2M. The FY23 Fire Department budget has been adjusted to account for ongoing increased operational expenses that impact the overtime line item.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

GOLF DEPARTMENT ENTERPRISE FUND

ARTICLE NO. 3: To see if the Town will vote to accept the provision of G.L. Ch. 44 Section 53F½ in order to establish a Golf Department Enterprise Fund for fiscal year commencing on July 1, 2022, and to transfer any funds remaining in the Golf Department Reserve Fund as of June 30, 2022, or to take any other action relative thereto.

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

While Brewster Golf Department revenues and expenses have always been accounted for separate from the General Fund, acceptance of this local option formally establishes the Golf Department as an enterprise fund. Enterprise fund accounting provides more flexibility and transparency than the current enabling statute for our Golf Department. It clearly identifies the total cost of providing this service and helps determine if the rates charged are sufficient to cover the cost, providing useful management information and data tracking for more informative decision making. The National Golf Foundation recently completed a comprehensive analysis of operations, finances, and capital needs for the Captains Golf course. The Golf Commission and Town staff have further refined projections based on their findings and recommendations.

Enterprise fund accounting allows payments for indirect costs to flow from the enterprise to the General Fund to reimburse the Town for the associated costs of Town employees working on enterprise activities. Also, surpluses remain in the fund and may be used to pay operating, capital, or debt service costs associated with the operation. Additionally, investment income earned by the particular enterprise fund is retained within the fund to finance anticipated projects. The MA Department of Revenue's Division of Local Services recommended making this change in their 2019 Financial Management Review.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

OTHER BUSINESS

ARTICLE NO. 4: To act upon any other business that may legally come before this meeting; or to take any other action related thereto.

(Select Board)

(Majority Vote Required)

You are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid.

Given under our hand and Seal of the **Town of Brewster** affixed this ___th **day of April 2022.**

Cynthia A. Bingham, Chair

David C. Whitney, Vice-Chair

Edward B. Chatelain, Clerk

Mary W. Chaffee

Kari Sue Hoffmann

I, Roland W. Bassett Jr, duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Special Town Meeting of May 14, 2022 by posting attested copies thereof, in the following locations in the Town on the ___th **day** of April, 2022.

Brewster Town Offices
Brewster Ladies Library
The Brewster Store
U. S. Post Office

Café Alfresco
Brewster Pizza House
Millstone Liquors

Roland W. Bassett, Jr. Constable

TOWN OF BREWSTER ANNUAL TOWN MEETING MAY 14, 2022

Barnstable, ss

To: Roland W. Bassett, Jr. Constable of the Town of Brewster

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and inform the Town of Brewster inhabitants qualified to vote in Town affairs to meet at the Stony Brook Elementary School ballfield, 384 Underpass Road, on **Saturday, May 14, 2022**, next, at 10:00 a.m. o'clock in the morning, then and there to act upon the following articles:

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL OPERATING BUDGET

ARTICLE NO. 1: To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray Cape Cod Regional Technical High School charges and expenses for the Fiscal Year ending June 30, 2023, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2021</u>	<u>APPROPRIATED FY2022</u>	<u>REQUESTED FY2023</u>
CAPE COD TECH ASSESSMENT	<u>562,646</u>	<u>825,363</u>	<u>1,115,633</u>
DEBT ASSESSMENT	<u>294,741</u>	<u>409,710</u>	<u>549,461</u>
TOTAL ASSESSMENT	<u>857,387</u>	<u>1,235,073</u>	<u>1,665,094</u>

or to take any other action relative thereto.

(Cape Cod Technical School Committee)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2023 operating budget for the Cape Cod Regional Technical High School District. This district consists of the Towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet and Yarmouth. The overall district-wide budget has increased by 1.99% over Fiscal Year 2022. Brewster's actual share of the assessment has increased by a sum of \$290,270 or 35.17% over Fiscal Year 2022. District wide enrollment has increased from 626 students to 653 students, with Brewster's enrollment increasing from 41 to 59 students for this same period. This is the second consecutive year that Brewster enrollment has significantly increased. The Debt Assessment line represents Brewster's fourth year payment for the new Cape Cod Regional Technical High School as approved by voters at the October 24, 2017 Special Election.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 7, No 0, Abs 0

ELEMENTARY SCHOOLS OPERATING BUDGET

ARTICLE NO. 2: To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Elementary Schools' charges and expenses, for the Fiscal Year ending June 30, 2023, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2021</u>	<u>APPROPRIATED FY2022</u>	<u>REQUESTED FY2023</u>
ELEMENTARY SCHOOL BUDGET	<u>7,968,866</u>	<u>7,951,488</u>	<u>8,148,973</u>
SCHOOL FRINGE BENEFITS	<u>1,974,982</u>	<u>2,131,313</u>	<u>2,342,589</u>
TOTAL ASSESSMENT:	<u>9,943,848</u>	<u>10,082,801</u>	<u>10,491,562</u>

or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2023 operational budget for the Stony Brook and Eddy Elementary Schools. The Fiscal Year 2023 budget request for the Elementary Schools stands at \$8,150,275. These operational budgets have increased by the total sum of \$198,787 or 2.5%, over Fiscal Year 2022. The Town's total elementary school assessment is increasing by 4.1% when the schools' proportionate shares of fringe benefits expenses is applied. In addition, the Town's Fiscal Year 2023 operating budget seeks to appropriate \$100,000 to a proposed new Special Education Stabilization Fund to cover unanticipated expenditures (see Article 3).

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 1, Abs 0

SPECIAL EDUCATION STABILIZATION FUND

ARTICLE NO. 3: To see if the Town will vote to create a Special Education Stabilization Fund, consistent with Section 24 of Chapter 218 of the Acts of 2016, for unanticipated or unbudgeted costs of special education, out of district tuition, and related transportation expenses at the Brewster Elementary Schools, or to take any other action relative thereto.

(Elementary School Committee)

(Majority Vote Required)

COMMENT

State law now allows school districts to create a Stabilization Fund to pay for unexpected special education expenses including in-district staffing and support services, out of district tuition, and related transportation costs. Special education expenses can vary significantly year to year and can be a challenge to adequately address through the annual budget development

process. While schools have access to state circuit breaker funding to help remedy unanticipated special education expenses that occur mid-year, this stabilization fund is another available financial tool.

Initial creation of the fund requires adoption by the School Committee and Town Meeting. Appropriations to the fund require Town Meeting approval as well. Expenditures from the fund require a majority vote of the Select Board and School Committee. The Town has included a \$100,000 appropriation to this new fund in our proposed FY23 operating budget due to higher than anticipated state aid for the elementary schools this coming year.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

NAUSET REGIONAL SCHOOLS OPERATING BUDGET

ARTICLE NO. 4: To see what sums the Town will vote to raise and appropriate and/or transfer from available funds to defray the Nauset Regional School District charges and expenses for the Fiscal Year ending June 30, 2023, as follows:

<u>DEPARTMENT</u>	<u>EXPENDED FY2021</u>	<u>APPROPRIATED FY2022</u>	<u>REQUESTED FY2023</u>
NAUSET ASSESSMENT	<u>11,476,397</u>	<u>11,743,855</u>	<u>12,222,619</u>
NAUSET DEBT ASSESSMENT	<u>122,645</u>	<u>175,644</u>	<u>139,228</u>
TOTAL ASSESSMENT:	<u>11,599,042</u>	<u>11,919,499</u>	<u>12,361,847</u>

or to take any other action relative thereto.

(Nauset Regional School Committee)

(Majority Vote Required)

COMMENT

This article provides funding for the Fiscal Year 2023 operational budget for the Nauset Regional School District. The overall operating budget for the Nauset Regional Schools stands at \$25,782,089 which represents an increase of 5.74% over the prior year. Brewster's share of the Nauset Schools operational budget is \$12,222,619. Brewster's share of student enrollment has decreased from 48.17% in Fiscal Year 2022 to 47.41% in Fiscal Year 2023.

Select Board: Yes 4, No 1, Abs 0 Finance Committee: Yes 2, No 6, Abs 0

TOWN OPERATING BUDGET

ARTICLE NO. 5: To see what sums the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, for the purposes of supporting the offices, departments, boards, and commissions of the Town of Brewster for Fiscal Year 2023, including authorization for lease purchases of up to five years, as follows:

	EXPENDED	APPROPRIATED	REQUESTED
<u>DEPARTMENT</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
<u>GENERAL GOVERNMENT</u>			
Finance Committee	4,754	105,500	105,500
Assessors	126,059	136,549	151,782
Accounting	224,423	224,446	258,343
Treasurer/ Collector	274,521	303,511	350,727
Information Technology	272,201	334,056	410,962
Legal	107,677	165,640	168,653
Moderator	300	300	300
Planning	173,151	181,488	206,412
Select Board / Town Administration	462,860	490,320	592,355
Human Resources	New in FY22	147,774	165,949
Town Clerk	205,380	192,636	249,324
Public Buildings	157,327	157,667	273,639
<u>SUBTOTAL GENERAL GOVERNMENT</u>	2,008,653	2,439,887	2,933,946
<u>PUBLIC SAFETY</u>			
Building Department	407,486	420,371	416,157
Fire Department	2,603,170	2,948,872	3,123,820
Natural Resources	419,130	446,240	483,715
Police Department	2,789,806	2,924,587	2,996,585
Sealer of Weights & Measures	9,225	9,456	9,692
<u>SUBTOTAL PUBLIC SAFETY</u>	6,228,817	6,749,526	7,029,969

	EXPENDED	APPROPRIATED	REQUESTED
<u>DEPARTMENT</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
<u>PUBLIC WORKS</u>			
Public Works	1,878,073	2,014,227	2,185,153
Snow & Ice Removal	161,817	165,053	169,179
Streetlights	2,875	5,515	5,515
<u>SUBTOTAL PUBLIC WORKS</u>	2,042,765	2,184,795	2,359,847
<u>HUMAN SERVICES</u>			
Council on Aging	312,531	360,441	385,337
Board of Health	222,173	251,994	284,805
Veteran's Services	111,940	130,330	120,837
Public Assistance	135,620	144,900	136,950
<u>SUBTOTAL HUMAN SERVICES</u>	782,264	887,665	927,929
<u>CULTURE & RECREATION</u>			
Brewster Ladies Library	644,519	689,226	738,034
Recreation	160,028	205,316	232,235
Memorial Day Celebration	0	1,500	1,500
<u>SUBTOTAL CULTURE & RECREATION</u>	804,546	896,042	971,769
<u>DEBT SERVICE</u>			
Principal & Interest	2,119,348	2,007,298	3,321,898
<u>SUBTOTAL DEBT SERVICE</u>	2,119,348	2,007,298	3,321,898
<u>INSURANCE, UTILITIES & FRINGE BENEFITS</u>			
General Insurance	362,511	467,250	534,482
Utilities	328,750	443,671	505,423
Fringe Benefits	3,805,056	4,726,694	4,515,109
<u>SUBTOTAL INSURANCE & FRINGE BENEFITS</u>	4,496,317	5,637,615	5,555,014

	EXPENDED	APPROPRIATED	REQUESTED
<u>DEPARTMENT</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
<u>OTHER OPERATING EXPENSE & ASSESSMENTS</u>			
Assessments	28,040	28,040	29,271
Alewives	2,500	4,350	4,350
Local Service Funding	39,363	40,000	40,000
Transfer to Capital Stabilization	0	225,000	187,500
Transfer to General Stabilization	200,000	0	0
Transfer to Housing Trust	0	250,000	375,000
Transfer to OPEB Trust	222,671	267,000	267,000
Transfer to Brewster Elementary Schools Special Education Stabilization	New in FY23	New in FY23	100,000
Transfer to Water Quality Capital Stabilization	New in FY23	New in FY23	112,500
<u>SUBTOTAL OTHER OPERATING EXPENSE & ASSESSMENTS</u>	492,573	814,390	1,115,621
<u>GRAND TOTAL OF GENERAL FUND OPERATING BUDGETS</u>	18,975,285	21,617,218	24,215,992

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

This article will provide funding for the Fiscal Year 2023 operational budget for the Town boards, committees, and departments. The Town's operating expenses, as presented in this article, exclusive of excluded debt and transfers to stabilization funds, have increased by 5.5%. Primary drivers for this increase are continuing investments in information technology, rising utility and material expenses, implementation of the compensation and classification study recommendations, contractual obligations, and integrating ongoing expenses related to the Town's ownership of the former Sea Camps properties into the operating budget. Over the past two years, the Town budget has been based on conservative revenue projections due to the economic uncertainty caused by the pandemic. The long-term excluded debt related to the

acquisition of the Sea Camps Bay property is included in the FY23 operating budget and is anticipated to increase the tax rate by approximately \$.28/1000 in Year 1 and \$.21/1000 in Years 2-30 (based on this year's total assessed property values).

Please note the following details on several of the budget line items listed above: Public Assistance includes funding for Health & Human Service organizations and fuel assistance. Assessments include funding for the Pleasant Bay Alliance, Greenhead Fly, and Historic District. Local Services includes funding for the Chamber of Commerce, Town Band, Cultural Council, Skipping Program, and Millsites.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

WATER DEPARTMENT ENTERPRISE FUND OPERATING BUDGET

ARTICLE NO. 6: To see if the Town will vote, in accordance with G.L. c. 44, §53F1/2, to appropriate from Water Department receipts, transfer from available funds or otherwise fund the sum of **TWO MILLION SEVEN HUNDRED SIXTY EIGHT THOUSAND SIX HUNDRED THIRTY TWO DOLLARS (\$2,768,632)** for Fiscal Year 2023 costs associated with the operation of the Water Department including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by the Water Department, subject to the approval of the Town Administrator, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In accordance with Massachusetts General Laws Chapter 44, Section 53F1/2, receipts from Water Department related activities are used to directly offset Water Department related expenditures including some capital and infrastructure costs. Voting a spending amount within the Water Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

GOLF CAPITAL STABILIZATION FUND

ARTICLE NO. 7: To see if the Town will vote to accept the provisions of G.L. c. 40, §5B for the purpose of establishing a Golf Course Capital Improvement and Maintenance Stabilization Fund; and to see if the Town will transfer from available funds a sum of money for said stabilization fund, or take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

With several major capital projects anticipated in the next few years at the Captains, this new capital stabilization fund would allow the Town to direct a portion of anticipated Golf revenues to help pay for some of these future projects without issuing debt. For FY23, a \$400,000 appropriation is included in the proposed FY23 Golf Department budget that would transfer those funds to this new account.

Future expenditures from this new Golf Capital Stabilization Fund will require a 2/3 vote by Town Meeting. The Town currently plans to consistently make substantial contributions to this new fund in the next few years to help mitigate the cost impacts of several large capital projects to avoid the need of major fee increases.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 7, No 0, Abs 0

GOLF ENTERPRISE FUND OPERATING BUDGET

ARTICLE NO. 8: To see if the Town will vote, in accordance with G.L. c. 44, §53F1/2, to appropriate from Golf Department receipts, transfer from available funds or otherwise fund the sum of **FOUR MILLION FORTY EIGHT THOUSAND SEVEN HUNDRED SEVENTY EIGHT DOLLARS (\$4,048,778)** for Fiscal Year 2023 costs associated with the operation of the Golf Department including, but not limited to acquiring professional services and equipment, personnel and maintaining facilities and operations, including authorization for lease purchases of up to five years; all expenditures to be made by the Golf Department, subject to the approval of the Town Administrator, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In accordance with Massachusetts General Laws Chapter 44, Section 53F½, receipts from Golf Department related activities are used to directly offset Golf Department related expenditures including some capital and infrastructure costs. Voting a spending amount within the Golf Department Enterprise Fund allows receipts and related expenditures to be recorded in one fund.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

COMMUNITY PRESERVATION ACT FUNDING

ARTICLE NO. 9: To see if the Town will vote to act on the report of the Community Preservation Committee on the Fiscal Year 2023 Community Preservation Budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative and operating expenses of the Community Preservation Committee, the undertaking of Community Preservation Projects and all other

necessary and proper expenses for the year, with each item considered a separate appropriation to be spent by the Community Preservation Committee, all as set forth below:

<u>Estimated revenues</u>	<u>FY23</u>
a. Estimated FY23 tax surcharge	\$1,144,558
b. Estimated FY23 state contribution (25%)	<u>\$ 286,140</u>
Estimated FY23 Total:	\$1,430,698

<u>FY23 Appropriations and Allocations</u>		
d. Historic Preservation Reserve appropriation	(10%)	\$143,070
e. Community Housing Reserve appropriation	(10%)	\$143,070
f. Open Space Reserve appropriation	(50%)	\$715,349
g. Budgeted Reserve	(25%)	\$357,674
h. Administrative Expense (Budgeted Reserve)	(5%)	<u>\$71,535</u>
Total		\$1,430,698

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
1	Historic Preservation			
	a. Brewster Historical Society	Digitization of Ellen St. Sure Collection	Fiscal Year 2023 CPA estimated annual revenues	\$22,617
	b. Designated Reserves for Historic Preservation	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2023 CPA estimated annual revenues	\$120,453
	Sub-total			\$143,070
2	Community Housing			
	a. Town of Brewster Town Administration - Housing Coordinator	Payroll and operating costs for Part-time Housing Coordinator position to assist public with affordable housing program	Fiscal Year 2023 CPA estimated annual revenues	\$66,900
	b. Community Development Partnership	Lower Cape Housing Institute (2-year funding)	Fiscal Year 2023 CPA estimated annual revenues	\$15,000
	c. Designated reserves for Housing	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2023 CPA estimated annual revenues	\$61,170
	Sub-total			\$143,070

	<i>Purpose</i>	<i>Item</i>	<i>Funding Source(s)</i>	<i>Amount</i>
3	Open Space			
	a. Community Preservation Bonded Debt Service	Payment of debt principal and interest for the BBJ Property and Bates Property bonds	Fiscal Year 2023 CPA estimated annual revenues	\$196,658
	b. Designated reserves for Open Space	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2023 CPA estimated annual revenues	\$518,691
Sub-total				\$715,349
4	Budgeted Reserve			
	a. Administration Expense	Administration and operating expenses for Community Preservation Committee	Fiscal Year 2023 CPA estimated annual revenues	\$71,535
	b. Pennrose / Orleans Cape Cod Five	Affordable housing at former Cape Cod Five Operations Center in Orleans	Fiscal Year 2023 CPA estimated annual revenues	\$105,000
	c. Designated for Budgeted Reserve	Transfer to reserve from estimated annual revenues in accordance with G.L. c.44B, §6	Fiscal Year 2023 CPA estimated annual revenues	\$252,674
Sub-total				\$429,209
Grand Total				\$1,430,698

For Fiscal Year 2023 Community Preservation purposes, each item is considered a separate appropriation to be spent by the Community Preservation Committee; provided however, that the above expenditures may be conditional on the grant or acceptance of appropriate historic preservation restrictions for historic resources, open space restrictions for open space reserves, and housing restrictions for community housing, running in favor of an entity authorized by the Commonwealth to hold such restrictions for such expenditures, meeting the requirements of G.L. c.184 and G.L. c.44B, Section 12, and to authorize the Board of Selectmen to convey or accept such restrictions;

And further, any revenues received in excess of the estimated receipts are transferred to their respective reserve fund balance(s) for future appropriation using the allocation formula of 50% Open Space, 10% Housing, 10% Historical and 30% for Budgeted Reserve for CPA.

Or to take any other action relative thereto.

(Community Preservation Committee)

(Majority Vote Required)

COMMENT

In May of 2005, Brewster voters approved a ballot question which allowed for the adoption of the modified Community Preservation Act. The act appropriates a 3% surcharge on the Town's real estate tax revenues, which are reserved in a special fund in order to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. Brewster is also eligible to receive up to 100% in matching funds from the State, although we anticipate a reduced reimbursement rate from the State for Fiscal Year 2023, which is projected at 25%. Brewster established, through a local bylaw, a distribution schedule for the CPA funds according to the following: 50% of the funds for open space, 10% for community housing, 10% for historic preservation, and 30% balance is available for housing, historic preservation and/or active or passive recreation projects.

1. Historic Preservation:

a. Brewster Historical Society – Digitization of Ellen St. Sure collection - This item will fund the digitization and preservation of the Ellen St. Sure research collection. Former Town Archivist and Brewster history enthusiast Ellen St. Sure compiled her own personal research files about Brewster residents, houses, and businesses. This collection was gifted to the Brewster Historical Society with the understanding that they would maintain the collection and make it accessible to researchers. The Society wishes to digitize the research collection and make it available via their website with links to the Town website and the Brewster Ladies Library website.

Total Project Cost: \$35,441.50 CPC Request: \$22,616.50 CPC Vote: 8-0-1

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

2. Community Housing:

a. Town of Brewster- Housing Coordinator – This item will fund the part-time Housing Coordinator position. The Community Preservation Committee has supported the Housing Coordinator position since 2017. The hiring of a housing coordinator was identified as a key strategy in the Town's 2017 Housing Production Plan. The Housing Coordinator holds hours for the public weekly, supports multiple Town committees, including the Housing Trust and Housing Partnership, works with regional housing agencies and organizations in town to promote housing choice.

The Housing Coordinator is an integral part of the Town's housing efforts, outlined in both the Town Vision Plan and the Select Board Strategic Plan. The Housing Coordinator helps to acquire, create, preserve, and support community housing. The FY23 request is to fund the position at 30 hours per week with the CPC providing funding for the salary and the Town providing funding for all benefits of the position. The request is for an increase of 5 hours weekly (from 25 in FY22), due to the increased number of housing initiatives and support services that the Town is providing. Our housing program continues to be a partnership of many Town entities.

Total Project Cost: \$ 89,150 CPC Request: \$ 66,900 CPC Vote: 8-0-0

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 1

b. Community Development Partnership (CDP): Lower Cape Housing Institute – This item will fund the sixth and seventh years of CDP’s Lower Cape Housing Institute, training that equips local elected and appointed officials with the knowledge and skills needed to support the creation of more year-round housing in the Lower Cape, including Brewster. Local elected and appointed municipal officials and Town staff need training and technical assistance in the complexity of developing and managing housing that is affordable to year-round residents.

Total Project Cost: \$123,350 CPC Request: \$15,000 CPC Vote: 7-0-0

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 1

3. Open Space:

a. Community Preservation Bonded Debt Service – This item pays for the \$196,658 in FY 2023 principal and interest on open space acquisitions that were financed via long-term bonding (\$2.5M for 50 acres in West Brewster by Mother’s Bog and Walker’s Pond and \$675k for 36 acres in the Punkhorn).

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

4. Reserves for Community Preservation:

a. Administrative Expense – This item will fund the costs associated with general administrative and operating expenses, including but not limited to legal and other professional consulting services, related to carrying out the operations of the Community Preservation Committee. The Community Preservation Act allows up to 5% of expected annual revenues for this purpose.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

b. Pennrose/Cape Cod Five – This item will fund a request from Pennrose LLC. They propose to re-use the former Cape Cod Five bank headquarters building in Orleans, combined with a new construction addition and two separate townhouse buildings, as mixed-income and affordable housing. Together, the refurbishment and new construction will provide 62 rental units, including 52 affordable units and 10 middle-income "workforce" apartments. The existing structure consists of an original 1978 building and a 1990s addition. The building served as the headquarters and operations center for the Cape Cod Five Cents Savings Bank from 1978 until 2020. The site has been the subject of multiple feasibility studies led by the Town of Orleans, seeking to identify the best, most appropriate use for the site after the bank's departure. The proposed re-use program has been developed in cooperation with the Town of Orleans and closely mirrors the "preferred development scenario" identified by Town staff and the general public in its recent study. The site enjoys strong access to shopping, a grocery store, public transportation, and other amenities, making it an ideal location for affordable and mixed-income housing.

Developer Pennrose is requesting CPA funds from multiple Cape towns, recognizing that progress towards regional housing creation and affordability goals benefits all of the area’s

communities. Town Meeting voters in these towns have already approved funding: Orleans (\$2 Million), Eastham (\$100,000), and Provincetown (\$20,000). An application to Harwich for \$100,000 is under review. In both Chatham (\$100,000) and Truro (\$100,000), funding requests are on the Spring 2022 Town Meeting warrants. Wellfleet has asked Pennrose to reapply for funding in October 2022. Pennrose is seeking \$100,000 of Brewster CPA funds for construction expenses. The CPC request includes an additional \$5,000 to be set aside to pay for Brewster CPC legal and administrative expenses related to the award.

Total Project Cost: \$27,705,000 CPC Request: \$105,000 CPC Vote: 8-0-0

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

CAPITAL AND SPECIAL PROJECTS EXPENDITURES

ARTICLE NO. 10: To see what sums the Town will vote to raise and appropriate, transfer from available funds, or authorize the Town Treasurer to borrow under and pursuant to Massachusetts General Laws Chapter 44, Sections 7, 7(1), or 8, or any other enabling authority, for the capital outlay expenditures listed below, including, in each case, all incidental and related costs, to be expended by the Town Administrator with the approval of the Board of Selectmen, except School expenditures to be made by the School Superintendent with the approval of the School Committee; authorize leases and lease purchase agreements for more than three but not more than five years for those items to be leased or lease purchased, and further that the Town Administrator with the approval of the Board of Selectmen or School Superintendent with the approval of the School Committee for school items, be authorized to sell, convey, trade-in or otherwise dispose of equipment being replaced, all as set forth below:

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
1 Select Board				
	a. Integrated Water Resources Planning & Implementation	Professional services and costs for preparing studies, engineering, and coordinating water resource management planning	General Fund Free Cash	\$75,000
	b. Drummer Boy Park Master Plan Implementation - Design	Professional services and costs for engineering, design, and permitting associated with planned park improvements	General Fund Free Cash	\$75,000
	c. Local Comprehensive Plan	Professional services associated with completing a Local Comprehensive Plan	General Fund Free Cash	\$30,000
Sub-Total				\$180,000

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
2 Elementary School Department				
	a. Technology Upgrades and Improvements	Ongoing information system and equipment improvements including but not limited to purchase of desktop computers, servers, office software, backup systems, and other hardware/software, switches and access points for wi-fi at Eddy & Stony Brook Elementary Schools	General Fund Free Cash	\$15,000
	b. HVAC, Plumbing, Electrical Maintenance & Repairs	Professional services and costs for upgrades, repairs & replacement of HVAC, plumbing, and electrical systems at Eddy and Stony Brook Elementary Schools	General Fund Free Cash	\$25,000
	c. Exterior & Interior Painting Project	Professional services and costs for interior/exterior painting at Eddy and Stony Brook Elementary Schools	General Fund Free Cash	\$10,000
	d. Stony Brook Elementary School Boiler & Unit Ventilator Replacement - Design	Professional services and costs to design upgrades to the existing boiler and supporting HVAC systems at Stony Brook Elementary School	General Fund Free Cash	\$75,000
		Sub-Total		\$125,000
3 Nauset Regional School District				
	a. Capital Plan Projects	Professional services and costs, including procuring, engineering, permitting, repair and maintenance of buildings, grounds, and equipment within the Nauset Middle School and Nauset High School	Raise and appropriate	\$271,782
		Sub-Total		\$271,782

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
4 Natural Resources				
	a. Beach and Landing Repairs & Improvements	Professional services and costs for repairs and improvements to various public beaches and public landings throughout town	General Fund Free Cash	\$15,000
	b. Long Pond Boat Ramp and Public Access Improvements	Professional services and costs for upgrades to existing boat ramp and parking area, improvements to public access and stormwater treatment	General Fund Free Cash	\$225,000
	c. Wildfire Management	Professional services and costs to implement and update Town's Wildfire Management Plan, including vegetation management	General Fund Free Cash	\$10,000
Sub-Total				\$250,000
5 Water Department				
	a. Distribution Infrastructure	Costs for goods, materials and professional services to maintain, repair, and upgrade the Town's water distribution system	Water Retained Earnings	\$50,000
	b. Buildings & Treatment Facilities	Costs for goods, materials and professional services to maintain, repair, and upgrade the Water Department's buildings and treatment facilities	Water Retained Earnings	\$50,000
	c. Water Meter Replacement	Costs for goods, materials and professional services to maintain and replace water meters	Water Retained Earnings	\$80,000
	d. Two Pick-up Trucks	Costs to purchase and equip two (2) pick-up trucks	Water Retained Earnings	\$88,000
Sub-Total				\$268,000

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
6	Department of Public Works			
	a. Public Works & Recycling Center Site Assessment	Professional services to conduct a site assessment of Public Works & Recycling Center property and facilities	Article 10 (2F), May 2017 Annual Town Meeting	\$70,000
Sub-Total				\$70,000
7	Facilities			
	a. Town Hall Window Replacement	Professional services and costs to replace windows at Town Hall offices	General Fund Free Cash	\$50,000
	b. Town Hall Air Conditioning Unit Replacement	Costs to purchase air conditioning units at Town Hall offices	General Fund Free Cash	\$10,500
Sub-Total				\$60,500
8	Library			
	a. Library Elevator Replacement-Design	Professional services and costs to replace elevator at Ladies Library	General Fund Free Cash	\$30,000
Sub-Total				\$30,000
9	Golf Department			
	a. HVAC/Boiler Upgrades	Professional services and costs to replace furnaces, air handlers, and related HVAC systems in the clubhouse, pavilion, and pro-shop	Golf Reserves	\$185,000
	b. Clubhouse Window and Door Replacement	Professional services and costs to replace windows and doors in clubhouse, pavilion, and pro-shop	Golf Reserves	\$210,000
	c. Maintenance Facilities Study	Professional services to identify existing conditions and develop conceptual plan for maintenance facilities	Golf Reserves	\$20,000
Sub-Total				\$415,000

	<i>Department</i>	<i>Item</i>	<i>Funding Source(s) / Appropriation or Transfer</i>	<i>Amount</i>
10 Fire Department				
	a. Deputy Fire Chief Vehicle	Costs to purchase and equip Deputy Fire Chief first response vehicle	Article 8 (2G), May 2016 Annual Town Meeting; Ambulances Receipts	\$60,000
Sub-Total				\$60,000
GRAND TOTAL				\$1,730,282

Or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

1. SELECT BOARD

1a. Integrated Water Resources Planning & Implementation - These funds will be used to implement the Pleasant Bay Watershed Permit and support other water quality improvement projects related to coastal waters and freshwater ponds.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

1b. Drummer Boy Park Master Plan Implementation (Design) – These funds will be used to complete design and permitting work associated with the Drummer Boy Park Master Plan Update approved by Town Meeting in November 2021 to include: development of site survey and existing conditions plan; evaluation of sub-surface conditions; public outreach; development of design plans, including stormwater management; preparing permit applications; developing construction plans and specifications; and, providing procurement services and construction oversight/inspections.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

1c. Local Comprehensive Plan - These funds will be used to support the Vision Planning Committee's ongoing work to complete the Town's first Local Comprehensive Plan (LCP). Over the past two years, the committee has been tracking progress made in implementing the 2018 Vision Plan and has been working with Town staff, a consultant, and residents to develop an LCP based on the priority goals of the community. Once completed, the LCP will inform decision making around future land use planning and development. These funds will supplement the initial \$70,000 appropriation for this project by Town Meeting in November 2019.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

2. ELEMENTARY SCHOOL DEPARTMENT

2a. Technology Upgrades and Improvements - These funds will be used to continue with the K-5 technology plan for both Eddy and Stony Brook Elementary Schools; including replacing iPads, computers, network printers and laptops, switches and access points for wi-fi.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

2b. HVAC, Plumbing, Electric Maintenance & Repairs – These funds will be used to make repairs to the mechanical systems at both Elementary Schools as needed.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

2c. Exterior & Interior Painting – These funds will be used for regularly scheduled interior and exterior painting at the Stony Brook and Eddy Schools.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

2d. Stony Brook Elementary School Boiler & Unit Ventilator Replacement (Design) – These funds will be used to design upgrades and/or replacement of the existing boiler and ventilation systems at the Stony Brook School.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

3. NAUSET REGIONAL SCHOOL DISTRICT

3a. Capital Plan Projects – These funds, in the amount of \$271,782 for Fiscal Year 2023, are an assessment for the capital equipment and facilities budget for the Nauset High and Middle Schools. This program was originally approved by means of a Proposition 2 ½ override question in May of 2005, which included an annual 2.5% escalator.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

4. NATURAL RESOURCES

4a. Beach and Landing Repairs – These funds will be used for improvements, maintenance, and repairs at various Town Landings, including sand nourishment, stairs, pathways, interpretive signs, and other related needs.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

4b. Long Pond Boat Ramp and Public Access Improvements – These funds will be used for safety and access enhancements to the existing ramp and parking areas. Stormwater treatment and traffic circulation will also be improved.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

4c. Wildfire Management – These funds will be used to implement the Town’s Wildfire Management Plan, focusing on the Punkhorn, and other large, wooded conservation areas.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

5. WATER DEPARTMENT

5a. Distribution Infrastructure – These funds will be used to maintain, repair, and upgrade the Town’s water distribution system as needed.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

5b. Buildings & Treatment Facilities – These funds will be used to maintain, repair, and upgrade the Water Department’s buildings and treatment facilities as needed.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

5c. Water Meter Replacement – These funds will be used to maintain and/or purchase and install replacement water meters on an ongoing basis.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

5d. Pick-up Trucks – These funds will be used to purchase and equip two (2) new pick-up trucks for Water Department staff.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

6. DEPARTMENT OF PUBLIC WORKS

6a. Public Works & Recycling Center Site Assessment – These funds will be used to complete a comprehensive site assessment of the property and facilities on Run Hill Road. The study will examine code compliance, including a safety review of the site and facilities. Operational efficiencies and site constraints will be evaluated. A series of conceptual improvements will be developed, including permitting requirements and cost estimates for each scenario.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

7. FACILITIES

7a. Town Hall Window Replacement - These funds will be used to replace 30+ windows in Town Hall that are in poor condition. Several windows are no longer operable due to failing conditions and replacement parts are no longer available due to the age of the windows. Replacing the windows will increase energy efficiency and, more importantly, they will be safe to operate. This is the first of two planned phases for this project.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

7b. Town Hall Air Conditioning Unit Replacement – These funds will be used to purchase new window air conditioning units for Town Hall offices. This is the second and final phase of this replacement project. Alternative air conditioning options were evaluated but were not projected to result in significant energy savings and so were dismissed as cost prohibitive.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

8. LIBRARY

8a. Library Elevator Replacement (Design) – These funds will be used to develop specifications to solicit bids to install a new elevator at the Ladies Library. This equipment has exceeded its useful life and requires frequent repairs, limiting resident access to the facility.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

9. GOLF DEPARTMENT

9a. HVAC/Boiler Upgrades – These funds will be used to replace the furnaces and air handlers in the clubhouse, pavilion, and pro-shop to install a fully operational and more energy efficient heating and cooling system.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

9b. Clubhouse Window and Door Replacement – These funds will be used to replace windows and doors in the clubhouse, pavilion, and pro-shop. Many of the windows in the building have broken seals that have caused clouding of the windows. They are unsightly and do not project a good image of the facility. In addition, many of the doors have clouded windows and do not open and close properly. This is largely due to the high volume of foot traffic throughout the building. All of the doors and windows are over 20 years old. This is the first, and largest, of two planned phases for this project.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 8, No 0, Abs 0

9c. Maintenance Facility Study – These funds will be used to identify existing conditions and develop conceptual plans to upgrade these facilities. The two principal maintenance buildings are 21 and 36 years old respectively and do not conform to current code and energy efficiency standards. They require significant improvements to optimize operational efficiency. The results of this study will be used to inform design specifications to build new facilities.

Select Board: Yes 5, No 0, Abs 0 Finance Committee: Yes 7, No 0, Abs 0

10. FIRE DEPARTMENT

10a. Deputy Fire Chief Response Vehicle – These funds will be used to purchase and equip the Deputy Fire Chief’s vehicle. Administrative / first response vehicles are replaced every ten years.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

WATER QUALITY CAPITAL STABILIZATION FUND

ARTICLE NO. 11: To see if the Town will vote to accept the provisions of G.L. c. 40, §5B for the purpose of establishing a Water Quality Stabilization Fund; and to see if the Town will raise and appropriate and/or transfer from available funds a sum of money for said stabilization fund, or take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

As part of the Town’s longstanding and ongoing commitment to implement our Integrated Water Resource Management Plan, the Town regularly expends funds to improve water quality in our ponds, estuaries, and bays. Historically, the Town has relied on Free Cash to finance these initiatives. As the Town’s capital expenditures related to water quality are expected to increase over the next 10 to 20 years, this new account would ensure that the Town is setting aside available funds to reduce future cost impacts of these projects. Expenditures from this Water Quality Capital Stabilization Fund will require a 2/3 vote by Town Meeting. The FY23 Town operating budget includes a \$112,500 appropriation to this new fund, which represents 15% of Brewster’s anticipated FY23 revenues from short-term rentals.

Select Board: Yes 4, No 0, Abs 1

Finance Committee:

Yes 8, No 0, Abs 0

BOND PREMIUM APPROPRIATION

ARTICLE NO. 12: To see if the Town will vote to transfer and appropriate a total sum of \$238,349 from bond sale premiums from projects authorized at the May 4, 2015 Town Meeting under Articles 19, 20, & 30, May 2, 2016 Town Meeting under Article 20, and September 2, 2015 Town Meeting under Article 2-7B to the Road Bond Capital Projects Fund, or to take any action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

Town Meeting approved the issuance of debt to finance several larger capital projects in 2015 and 2016. The Town then issued bonds which were bid with a premium by the underwriter. After accounting for project costs associated with those issuances, the Town had excess premium funds. This excess premium can be applied to future capital expenditures for which

the Town could otherwise borrow. This article seeks to transfer these funds to help pay for upcoming road reconstruction work.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 7, No 0, Abs 0

SPECIAL REVENUE FUND - Cable Franchise Fee Account

ARTICLE NO. 13: To see if the Town will vote to appropriate from the Cable Franchise Fee Special Revenue Fund the sum of two hundred thousand dollars (\$200,000), for the purpose of offsetting costs associated with providing local cable television related purposes, the sum of including, but not limited to the general public purpose of supporting and promoting public access to the Brewster cable television system; training in the use of local access equipment and facilities; access to community, municipal and educational meeting coverage; use and development of an institutional network and/or municipal information facilities; contracting with local cable programming services providers and/or any other appropriate cable related purposes, and including all incidental and related expenses, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

Each resident's cable bill includes a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account and are used to enhance local cable programming for the Town's public, education, and government channels. These funds will be used to continue these informational and educational services, which may include, but not be limited to, equipment purchases, contracted services, construction services, and labor expenses.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 7, No 0, Abs 0

TOWN CODE AMENDMENT - COMMUNITY PRESERVATION COMMITTEE BYLAW

ARTICLE NO. 14: To see if the Town will vote to amend the General Bylaws, Section 17, to delete Sections 17-4 and 17-5 in their entirety, with such revision to take effect on July 1, 2023, as follows:

Section 17-1. Membership of the Committee – There is hereby established a Community Preservation Committee, consisting of nine (9) voting members. pursuant to the provisions of Section 298 of Chapter 149 of the Acts of 2004, as amended by Sections 129-133 of Chapter 352 of the Acts of 2004. The composition of the Committee, the appointing authority and the term of office for the committee members shall be as follows; one member of the Conservation Commission, as designated by said Commission; one member of the Historical Commission, as designated by said Commission; one member of the Planning Board, designated by the said Board; one member of the Recreation Commission, as designated by the Commission; one member of the Brewster Housing Authority, as designated by said Authority; and four individuals to be appointed by the Board of Selectmen. Each member of the Committee shall

serve a term of three years or until the person no longer serves in the position or on the board or on the committee as set forth above, whichever is earlier. Should any of the officers and commissions, boards or committees who have appointing authority under this bylaw be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place. Any member of the committee may be removed by the Selectmen, with prior notice to the member and a hearing, for good cause.

Section 17-2. Duties – The Community Preservation Committee shall study the needs, possibilities and resources of the town regarding community preservation. The Committee shall consult with existing municipal boards, including the Conservation Commission, the Recreation Commission, the Historical Commission, the Planning Board, the Department of Public Works, and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings, at its discretion, on the needs, possibilities, and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

Section 17-3. The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in this section.

~~Section 17-4. In every fiscal year, the Community Preservation Committee shall recommend that Town Meeting spend, or set aside for future spending, the fixed figure of fifty (50%) percent of the net annual revenues in the Community Preservation Fund for open space purposes, not less than ten (10%) percent of the net annual revenues for community housing purposes, and not less than ten (10%) percent of the net annual revenues for historic resources purposes. In every fiscal year, the Community Preservation Committee shall recommend that Town Meeting spend or set aside for future spending the remaining thirty (30%) percent of the net annual revenues for community housing, recreation and historic resources purposes, but not for open space purposes.~~

~~Notwithstanding the foregoing, the net annual revenues paid into the Community Preservation Fund shall be dedicated to open space purposes until such time as prior appropriations made pursuant to the so-called Land Bank Act have been fully expended, even if the aggregate amount of such expenditures exceeds 80% of the annual revenues.~~

~~Section 17-5. Provided that the Community Preservation Act is accepted at the 2005 Annual Town Election, this section shall take effect upon approval by the Attorney General of the Commonwealth of Massachusetts and after all the requirements of Mass. Gen. Laws, ch. 40, § 32 have been met. Each appointing authority shall have thirty (30) days after the effective date to make its appointments.~~

or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

In May of 2005, Brewster voters adopted the Community Preservation Act (CPA). The Act appropriates a 3% surcharge on the Town's real estate tax revenues, which are reserved in a special fund to finance projects and programs for the purposes of preservation of open space, recreation, community housing, and historic preservation. The state distributes matching funds, which vary from year-to-year. Since 2005, CPA funds have supported about 70 community preservation projects in Brewster. These initiatives have included capital improvements, land acquisitions, assistance programs, as well as various plans and studies.

At the time of adoption, Brewster established a unique allocation formula for these funds, as outlined in Section 17 of the Town bylaw: 50% for open space, 10% for community housing, and 10% for historic preservation. The 30% balance has been available for housing, historic preservation, and/or active or passive recreation projects. The primary reason for this customized approach was that Brewster, like many other Cape towns at the time, was converting funding balances and financial obligations from the Cape Cod Land Bank and wanted to maintain its capacity to finance open space purchases.

As required by statute, the Community Preservation Committee (CPC) annually holds a public hearing to identify and discuss upcoming community needs and planned projects. In recent years, it became increasingly apparent that anticipated CPA requests would outpace available funds. In May 2021, Town Meeting approved funding to develop a 5 Year Community Preservation Plan (CPP). Since then, the CPC has worked with a consultant to study existing Town plans, quantify anticipated funding requests, and solicit stakeholder and resident input.

As a result of this analysis, the CPC recommends modification of the Town's bylaw to follow the statutory distribution formula that all but one other municipality currently have in place: 10% for open space and recreation, 10% for community housing, and 10% for historic preservation. The CPC determined that the statutory formula allowed the most flexibility to respond to expected funding requests and any new requests that may emerge from the former Sea Camps properties planning processes in the next few years. If approved, this change would take effect in July 2023, allowing a full fiscal year to make this transition. At the same time, the CPC has developed and adopted a CPP that establishes target allocations for each of the eligible uses of CPA funds beyond the baseline statutory disbursements that will inform their policy decisions in vetting projects in the next five years. Town Meeting will continue to have final approval authority over expenditure of all CPA funds.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

TRANSFER OF TAX TITLE PROPERTY – 212 YANKEE DRIVE

ARTICLE NO. 15: To see if the Town will vote to transfer the care, custody and control of the parcel of land with the improvements thereon located at 212 Yankee Drive, identified by the Assessors as Parcel 77-37-0 and acquired by the Town by Foreclosure in Tax Lien Case, from the tax custodian for tax title purposes to the Affordable Housing Trust for affordable housing purposes and for the purpose of conveyance, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

The Brewster Housing Program in conjunction with the Affordable Housing Trust has been actively working for the past 4 years on the preservation of homes that are on our Subsidized Housing Inventory (SHI). The home located at 212 Yankee Drive has been vacant for several years and suffered some water damage. The Housing Department in collaboration with the Treasurer Collector, Building Department and town legal counsel initiated the process of a tax taking. The owner of the property has not lived in the home for over 4 years, will not return, and has a conservator that the Town has communicated with throughout the process.

The goal of the Housing program and Housing Trust is to rehabilitate the home and convey it to a qualified affordable buyer. The home currently has an affordable deed restriction on it and will continue to have a deed restriction after conveyance. The Community Preservation Committee provided funding to the Affordable Housing Trust to assist with the preservation of homes on our SHI.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

LEASE OF TOWN PROPERTY - ANTENNA

ARTICLE NO. 16: To see if the Town will vote to authorize the Town Administrator, acting under the direction of the Board of Selectmen, to lease from time to time a portion or portions of Town-owned property located at 1657 Main Street for wireless communications purposes, including, without limitation, for the construction, installation, maintenance and replacement of communications antennas, towers, cabinets, cables, and other appurtenances, and to grant such non-exclusive access and/or utility easements on portions of said property as may be necessary or convenient to serve the communications equipment thereon, said leases to be for periods not exceeding twenty (20) years and on such other terms and conditions as the Town Administrator and Board of Selectmen deem to be in the best interests of the Town, or to take any other action relative thereto.

(Select Board)

(Majority Vote Required)

COMMENT

The Town leases space to various telecommunications companies to install their equipment on antennas on Town property. Revenues from these agreements are used to offset Town communication expenses. Current contracts with existing providers at the Main Street location adjacent to the Fire Station are either expiring or being terminated. The Town is required to follow a procurement process to enter into new lease agreements with these providers. Longer contractual terms tend to maximize revenues to the Town from these arrangements.

Select Board: Yes 5, No 0, Abs 0

Finance Committee:

Yes 8, No 0, Abs 0

CITIZENS PETITION – PUNKHORN HUNTING BAN

ARTICLE NO. 17: To see if the Town will vote to amend the Town's General Bylaw by adding a new Chapter 98 – Hunting in the Punkhorn Parklands as follows:

§98-1 No person shall discharge any gun, including paint ball guns, fowling piece, pistol, or firearm or release an arrow from a bow or hunt or trap or poison or set fire to any material known as fireworks, or other combustible matter, on any and all Town-owned parcels in southwest Brewster commonly referred to as the Punkhorn Parklands; provided, however, this section shall not apply to any person abating nuisance or in the exercise of duty required by law, or to take any other action relative thereto.

(Citizen's Petition)

(Majority Vote Required)

COMMENT

The parcels of land commonly referred to as the Punkhorn Parklands constitute a major conservation area, purchased by the Town to protect it from development and to preserve its varied environment. Public use of the Punkhorn has increased significantly over the years, with an even greater increase occurring during the past couple of years of social distancing necessitated by the COVID pandemic. Every year, more and more hikers, dog walkers, cyclists, horseback riders, bird watchers, and nature lovers make use of the Punkhorn trails and lands, both residents and visitors alike.

At the May 1989 Annual Election, Brewster voters passed a non-binding public advisory to express the opinion that all hunting and use of firearms, bows and arrows, air guns and pellet guns should be prohibited in the Town-owned Punkhorn Parkland. At the May 15, 2021 Special & Annual Town Meeting, voters passed what we thought was a bylaw banning hunting in the Punkhorn. The Attorney General's Office approved it, but Town counsel ruled that the language did not conform to the standards for a bylaw, so the petition was "merely advisory". This time, Town counsel supplied the appropriate language to make this a binding bylaw. We once again urge you to vote to make this ban official to protect the safety of all who use the Punkhorn Parklands.

Select Board: Yes 3, No 2, Abs 0

Finance Committee:

Yes 2, No 5, Abs 0

CITIZENS PETITION – PUNKHORN HUNTING RESTRICTIONS

ARTICLE NO. 18: To see if the Town will vote to amend the Town’s General Bylaw by Adding a new Chapter 98 – Hunting in the Punkhorn Parklands as follows:

§98-1 No person shall discharge any gill, including paint ball guns, fowling piece, pistol, or firearm or release an arrow from a bow or hunt or trap or poison or set fire to any material known as fireworks, or other combustible matter, within the Town-owned land known as the Punkhorn Parklands; provided, however, this section shall not apply to any person abating nuisance or in the exercise of duty required by law: provided further that bow hunting only shall only be permitted during a three-week period beginning on the first Monday in December of each year, or to take any other action relative thereto.

(Citizen's Petition)

(Majority Vote Required)

COMMENT

This petition seeks to allow hunting on Town land in the Punkhorn by bow and arrow only during a three-week period in December, commencing on the first Monday and ending on the third Saturday, in accordance with all Massachusetts hunting laws. The Punkhorn covers an area of 865 acres and has been closed to hunting for over 30 years. Research data reveals that hunting is safe to the public and hunting with a bow and arrow is even safer due to the lower number of hunters, who hunt from tree stands not in large groups, and do not use methods like “driving” deer.

Hunting options are extremely limited in Brewster. The only area in town for general hunting is the Water Department land on Freemans Way and Mothers Bog for archery and black powder. Hunters and non-hunters have co-existed in these areas of the Town for years; one would believe that they would be able to so for 18 days of archery hunting in the Punkhorn.

The Town of Brewster has many places to enjoy the outdoors and the recent additions of the Sea Camps land and Dog Park gives Brewster residents two more options. As these options grow for Brewster taxpayers, hunting should also be an option. The Punkhorn should be open to all taxpayers for all recreational activities. It is unfair to segregate groups of people to certain areas because we may not agree on the outdoor activity.

Select Board: Yes 2, No 3, Abs 0

Finance Committee:

Yes 2, No 5, Abs 0

OTHER BUSINESS

ARTICLE NO. 19: To act upon any other business that may legally come before this meeting, or to take any other action related thereto.

(Select Board)

(Majority Vote Required)

You are hereby directed to serve this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid.

Given under our hand and Seal of the **Town of Brewster** affixed this ___th **day of April 2022**.

Cynthia A. Bingham, Chair

David C. Whitney, Vice-Chair

Edward B. Chatelain, Clerk

Mary W. Chaffee

Kari Sue Hoffmann

I, Roland W. Bassett Jr, duly qualified Constable for the Town of Brewster, hereby certify that I served the Warrant for the Annual Town Meeting of May 14, 2022 by posting attested copies thereof, in the following locations in the Town on the ___th **day** of April, 2022.

Brewster Town Offices
Brewster Ladies Library
The Brewster Store
U. S. Post Office

Café Alfresco
Brewster Pizza House
Millstone Liquors

Roland W. Bassett, Jr. Constable

MODERATOR'S RULES REGARDING TOWN MEETING

Priority shall be given to registered voters of the Town for admission to all Town Meetings, whether annual or special meetings. Therefore, the following rules shall apply:

1. Prior to admission, persons desiring admission shall check in with the Registrars of Voters, who will be present at the main entrance with voter registration lists.
2. Non-voters, who desire to be present, will be seated in the area designated as the non-voter section. Voters take priority seating.
3. Non-voters will not address the Town Meeting without the unanimous consent of all voters present and will not participate in voting. Non-Resident Town staff will be permitted to address Town Meeting as appropriate and consistent with past precedent.

TOWN MEETING PROCEDURE

THE MODERATOR has absolute control of the town meeting.

GENERAL LAWS CHAPTER 39 SECTION 15: The Moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes. The Moderator recognizes speakers from the floor, and while they are speaking allows no interruptions except when a point of order is raised.

WHEN A VOTER WISHES TO SPEAK, the voter may rise, say, "Mr. Moderator," and wait for recognition. Then, with the microphone, please give your name. The voter may continue with due regard to reasonable brevity, as long as the voter speaks directly to the question under discussion.

THERE WILL BE NO SMOKING OR STANDING in the meeting location.

ANYTIME THE MOTION TO BE VOTED ON IS UNCLEAR, ask the Moderator before voting.

VOTERS WILL PLEASE HOLD THEIR BREWSTER VOTER TAG in their right hand, so that the tellers when counting hand votes will count them.

NO PERSON IS TO INDULGE IN PERSONALITIES OR DEROGATORIES. Let us maintain decorum and reason together.

MOTIONS

MAIN MOTIONS are always on articles in the Town warrant. They are made, seconded, and then opened for consideration.

SECONDARY MOTIONS are motions which refer to main motions. Secondary motions usually amend, postpone, or limit consideration.

AMENDMENTS may be offered by any voter to the motion under discussion, provided the scope of the original motion is not enlarged or altered. Amendments are seconded and discussed; they require a majority vote to carry (pass). An amendment need not be voted upon if the proposed change is agreeable to the proponents of original motion. Voters must submit amendments in legible writing.

POSTPONE

TO REFER TO COMMITTEE "COMMIT" if changes in a main motion are numerous, take too much time, or require additional information, it is wise to commit the article to a committee. This secondary motion should specify which board or committee. If proposing a new committee, specify how many members, how appointments are to be made and when the committee should report.

POSTPONE TO A DEFINITE TIME: defers action on a main motion to a stated hour, usually during the meeting. At the hour specified, it is returned to the floor when a motion is made that the deferred article be considered.

"LAY ON TABLE" intends to temporarily lay aside an article. Not debatable; two-thirds vote carries. An article not taken from table before the meeting adjourns is not actionable. To be considered at a subsequent meeting, it must reappear in the warrant for that meeting.

"TAKE NO ACTION" "PASS OVER" "POSTPONE INDEFINITELY" are debatable motions and require majority vote. The intent is to defeat the motion.

LIMIT CONSIDERATION

LIMIT DEBATE. This secondary motion requests a vote to be taken at a specific time. Requires a 2/3 majority vote.

"MOVE THE PREVIOUS QUESTION" demands an immediate vote on any motion under consideration without further debate on the motion. May not be debated or amended. Requires 2/3 vote to carry. If it carries, we vote on the main motion that we voted to end the debate on.

POINT OF ORDER

IF A VOTER QUESTIONS THE LEGALITY or propriety of the proceedings, the voter may rise, interrupt the speaker and say, "I rise to a point of order" or "question of privilege."

VOTES ON MAIN MOTIONS

Usually carries (passes) with the majority of those attending. Quantum of vote for each article is noted in the warrant book.

EXCEPTIONS

2/3 MAJORITY VOTE REQUIRED for borrowing of money appropriations for land purchases; land purchase for public domain; sale or abandonment of unneeded land; abandonment of projects for which money has been borrowed; appropriation for celebration of settlement or incorporation; zoning bylaws.

4/5 USUALLY REQUIRED payment of a bill for which insufficient appropriations made in a previous year, at the Annual Town Meeting. A 9/10 vote is required at a Special Town Meeting.

POSTPONE INDEFINITELY requires a majority vote, may be debated, and may not interrupt the speaker.

Appendix H
GLOSSARY OF FINANCIAL TERMS

Appropriation	An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Only town meeting can authorize money appropriated for one purpose to be used for another. Any amount that is appropriated may be encumbered (see encumbrance). Any part of an annual operating appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance that may result in free cash. If departments know of remaining unpaid bills at the close of the fiscal year and properly notifies the Town Accountant (MGL Ch. 41 ss. 58), the departmental appropriation is encumbered. This action extends the annual spending authorization until such time that the bill is paid or it is decided not to spend the funds. If these encumbrances are not acted on within ninety days, the Town Accountant generally notifies the department and closes them out. A special purpose appropriation, on the other hand, may carry forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.
Audit	An examination of systems, procedures, and financial data by a certified public accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. The audit is a valuable management tool for evaluating the fiscal performance of a community.
Available Funds	Funds established through previous appropriations or resulting from financial operations. They may be appropriated to meet unforeseen expenses, or large non-recurring or capital expenditures. Examples include free cash, stabilization fund, overlay surplus, water surplus, and enterprise retained earnings.
Betterments (Special Assessments)	Whenever a limited area of a community receives benefit from a public improvement (<i>e.g.</i> , water, road, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for a proportionate share of the cost of such improvements. The proportionate share may be paid in full, or the property owner may request the assessors to apportion the betterment over a period of up to 20 years. Over the lifetime of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.
Bond	A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.
Bond Anticipation Note (BAN)	A short-term note to provide cash for initial project costs issued in anticipation of bond proceeds. BANs may be issued for a period not to exceed five years, provided principal repayment begins after two years. Communities with approved projects on the School Building Assistance (SBA) priority list may defer principal payments up to five years (approved annually in outside sections of the budget). The final maturity date of the project borrowing, beginning from the date the short-term note was issued, may not exceed the term specified by statute. BANs are full faith and credit obligations.
Bond Authorized And Unissued	Bond authorized but not yet sold. Issuance is contingent only on action by the Town Treasurer and a majority of the Board of Selectmen.
Bond Counsel	An attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue.
Bond Issue	Generally represents the sale of a certain number of bonds at one time by a governmental unit.
Bond Rating (Municipal)	A credit rating to help investors determine the risk of losing money in a given fixed-income investment. Agencies specializing in municipal bonds assign a rating, designated by letters or a combination of letters and numerals, based on their opinion of the future ability, legal obligation, and willingness of a bond issuer to make timely debt service payments.

Budget	A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be “preliminary” (the financial plan presented to the town meeting), or “final” (the plan approved by that body). The budget should be separated into basic units, either by department, program, or service. Formatting the budget in this way helps local officials and citizens make policy decisions when allocating scarce resources. It is also important to include as much information as possible concerning the output or accomplishments expected of a given program or department during the year.
Capital Improvements Program	A comprehensive plan for planning a community’s capital expenditures. It coordinates community planning, fiscal capacity and physical development. While all of the community’s needs should be identified in the program, there is a set of criteria that prioritizes the expenditures. The capital program is a plan for capital expenditures that usually extends at least five years beyond the capital budget.
Capital Outlay Expenditure Exclusion	A vote by a community at an election to exclude payments for a capital project from the levy limit. The exclusion may temporarily increase the levy above the levy ceiling.
Cash	Currency, coin, checks and bankers’ drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.
Cash Management	The process of managing a local government’s money in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.
Cemetery Perpetual Care	Funds donated by individuals for the care of gravesites. According to MGL, funds from this account must be invested and spent as directed by perpetual care agreements. If no agreements exist, the interest (but not principal) may be used as directed by the Cemetery Commissioners for the purpose of maintaining cemeteries.
Chapter 90 Highway Funds	The state legislature authorizes and issues transportation capital bonds every few years. In each Transportation Bond, funds are apportioned to communities based upon a formula under the provisions of MGL Ch. 90 ss. 34, hence the terms Chapter 90 funds. The Chapter 90 highway formula is comprised of three variables: local road mileage as certified by the Massachusetts Highway Department (MHD), employment figures from the Department of Employment and Training (DET), and population estimates from the U. S. Census Bureau. Under this formula, those communities with a larger number of road miles receive proportionately more aid than those with fewer road miles. These funds are reimbursed to communities based upon certified expenditure reports submitted to MHD.
Cherry Sheets	Named for the cherry colored paper on which they were originally printed, the Cherry Sheets are the official notification of the next fiscal year’s state aid and assessments to communities and regional school districts from the Commissioner of Revenue. State aid to municipalities and regional school districts consist of two major types – distributions and reimbursement. Distributions provide funds based on formulas while reimbursements provide funds for costs incurred during a period for certain programs or services. In addition, communities may receive “offset items” that must be spent on specific programs. Cherry Sheet assessments are advance estimates of state assessments and charges. Local assessors are required to use these figures in setting the local tax rate. Because these figures are estimates, it should be noted that based upon filing requirements and/or actual information, the final aid or assessment may differ.
Cherry Sheet Offset Items	Local aid accounts that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public libraries grants.
Collective Bargaining	The negotiations between an employer and union representative regarding wages, hours, and working conditions.
Conservation Fund	This fund may be expended for lawful conservation purposes as described in MGL Ch. 40 ss. 8C. It may also be expended for damages related to the taking of land by eminent domain provided that such taking has first been approved by two-thirds vote of town meeting.
Contingent Appropriation	An appropriation that authorizes spending for a particular purpose upon the occurrence of a later event. The grant of spending authority made by an appropriation must be certain at the time of

	the vote and, therefore, contingent appropriations are not generally permissible. Under MGL Ch. 59 ss. 21C(m), however, towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2-½ override or exclusion question for the same purpose.
Debt Authorization	Formal approval by a two-thirds vote of town meeting to incur debt, in accordance with procedures stated in MGL Ch. 44.
Debt Exclusion	A vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling.
Debt Limit	The maximum amount of debt that a municipality may have authorized for qualified purposes under state law.
Debt Service	The cost usually stated in annual terms, of the principal repayment and interest of any particular issue.
Deficit	The excess of expenditures over revenues during an accounting period. Also refers to the excess of the liabilities of a fund over its assets.
Education Reform Act Of 1993	An act that seek to remedy educational funding inequities between local communities by providing adequate state funding over a seven year period for all local and regional school districts and by mandating equity based upon a particular community's ability to pay. One of the Act's major goals is to improve student achievement.
Eminent Domain	The power of a government to take property for public purposes by condemnation provided that fair compensation is paid to the owner. This method is frequently used to obtain real property that cannot be purchased from owners by means of a voluntary transaction.
Encumbrance	Obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriations is reserved.
Enterprise Fund	Those funds which are established for specific uses under M.G.L. c.44, §53F1/2 that require an annual appropriation to operate (i.e. The Brewster Water Department). Enterprise fund revenue streams are segregated from the general fund into a separate fund and available as a separate financing source for services that generate, or for purposes supported by, those revenues. These include the revenues of enterprise funds established for services typically financed and delivered in a manner similar to private enterprises for the purpose of accounting for all costs, direct or indirect, of providing the services.
Estimated Receipts	An estimate of state and local miscellaneous receipts based upon the previous year's receipts that assessors deduct from the gross amount to be raised in order to arrive at the tax levy.
Excess And Deficiency	Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is made based upon the balance sheet that is submitted by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.
Excess Levy Capacity	The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen must be informed of excess levy capacity and their acknowledgment must be submitted to the Department of Revenue when setting the tax rate.
Fiscal Year	Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. For example, the 2020 fiscal year is July 1, 2019 to June 30, 2020 and is usually written as FY2020. Since 1976, the federal government has had a fiscal year that begins October 1 and ends September 30.
Fixed Costs	Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service or interest costs.

Foundation Budget	The target imposed by the Education Reform Act of 1993 for each school district, defining the spending level necessary to provide an adequate education for all students.
Free Cash	Unrestricted funds from operations of the previous fiscal year that are certified by the Director of Accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based upon the balance sheet as of June 30, which is submitted by the Town Accountant. A community should maintain a free cash balance to provide a hedge against unforeseen expenditures and to ensure there will be an adequate reserve to prevent sharp fluctuations in the tax rate. Maintenance of an adequate free cash level is not a luxury but a necessary component of sound local fiscal management. Credit rating agencies and other members of the financial community expect municipalities to maintain free cash reserves and make judgments regarding a community's fiscal stability, in part, on the basis of free cash.
Fund	An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.
Fund Accounting	Organizing the financial records of a municipality into multiple funds. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues and expenditures) are accounted for independently in accordance with specific regulations, restrictions and limitations. Examples of funds include the general fund and enterprise funds.
General Fund	The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
General Obligation (GO) Bonds	Bonds issued by a municipality that are backed by the full faith and credit of its taxing authority.
Hotel/Motel Excise	A local option that allows a community to assess a tax on room occupancy. The community may levy up to 6% of the taxable rents of hotels, motels and lodging houses in that community.
Indirect Cost	Costs of a service not reflected in the service's operating budget. An example of an indirect cost of providing water service would be health insurance costs for water department employees. A determination of these costs is necessary to analyze the total cost of service delivery and a Mutual Agreement for reporting and paying indirect costs is required between the Select Board and respective Department / Committee.
Interest	Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made.
Interest Rate	The interest payable, expressed as a percentage of the principal available, for use during a specified period of time. It is always expressed in annual terms.
Law Enforcement Trust Fund	A revolving fund established to account for a portion of the proceeds from the sale of property seized from illegal drug-related activities. Funds may be expended to defray certain qualified law enforcement costs as outlined in MGL Ch. 94C ss. 47. Funds from this account may be expended by the Police Chief without further appropriation.
Levy	The amount a community raises through the property tax. The levy can be any amount up to the levy limit.
Levy Ceiling	The maximum levy assessed on real and personal property may not exceed 2 ½ percent of the total full and fair cash value of all taxable property (MGL Ch. 59 ss. 21C). Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion.
Levy Limit	The maximum amount a community can levy in a given year. The limit can grow each year by 2 ½ percent of the prior year's levy limit plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

Line-Item Budget	A budget that focuses on inputs of categories of spending, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.
Local Aid	Revenue allocated by the commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the “Cherry Sheets”. Most Cherry Sheet aid programs are considered revenues of the municipality’s or regional school districts’ general fund and may be spent for any purpose, subject to appropriation.
Local Receipts	Locally generated revenues, other than real and personal property taxes and enterprise fund revenues. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.
Motor Vehicle Excise (MVE)	Every motor vehicle and trailer registered in the Commonwealth is subject to the MVE unless expressly exempted. MVE is imposed for the privilege of registering a motor vehicle. Registering a motor vehicle automatically triggers the assessment of the excise.
Municipal(s)	Municipal refers to any state or subordinate governmental unit. “Municipals” (i.e., municipal bonds) include not only the bonds of all local subdivisions, such as cities, towns, school districts, special districts, but also bonds of the state and agencies of the state.
Municipal Revenue Growth Factor (MRGF)	An estimate of the percentage change in a municipality’s revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components; automatic 2 ½ percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories, and the change in selected unrestricted local receipts (Education Reform Act of 1993).
Net School Spending (NSS)	School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community’s NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE) (Education Reform Act of 1993).
New Growth	The taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying all increases in value which are not the result of revaluation by the tax rate of the previous fiscal year, for example, FY2000 new growth is determined by multiplying the value on January 1, 1999 by the FY1999 tax rate. Assessors must submit documentation of new growth to the BLA annually before setting the tax rate. Documentation should be retained for five years in the event of a BLA audit.
Operating Budget	A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.
Overlay (Overlay Reserve or Allowance for Abatements and Exemptions)	An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.
Overlay Surplus	Any balance in the overlay account in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the Board of Assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue.
Override	A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount).
Override Capacity	The difference between a community’s levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.
Payments In Lieu Of Taxes (PILOT)	An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such payment to any other community in which it owns land used for public purposes.

Proposition 2 ½ (Prop 2 ½)	M.G.L. c.59, §21C was enacted in 1980 and limits the amount of revenue a city or town may raise from local property taxes each year. This amount is the community's annual levy limit. The law allows the levy limit to increase each year by 2.5% plus any new growth revenue derived from taxes from new construction and alterations. This amount may not exceed the community's levy ceiling. Proposition 2 ½ also established two types of voter approved increases in local taxing authority – overrides and exclusions.
Receipts Reserved	Proceeds that are earmarked by law and placed in separate accounts for appropriation for particular purposes. For example, parking meter proceeds may be appropriated to offset certain expenses for parking meters and the regulation of parking and other traffic activities.
Reserve Fund	An amount set aside annually within the budget of a city (not to exceed 3% of the tax levy for the preceding year) or town (not to exceed 5% of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the Finance Committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting.
Revenue Anticipation Borrowing	Cities, towns and districts may issue temporary notes in anticipation of taxes (TAN's) or other revenue (RAN's). The amount of this type of borrowing is limited to the total of the prior year's tax levy, the net amount collected in motor vehicle and trailer excise in the prior year and payments made by the Commonwealth in lieu of taxes in the prior year. According to MGL Ch. 44 ss. 4, cities, towns and districts may borrow for up to one year in anticipation of such revenue.
Revenue Anticipation Note (RAN)	A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.
Revenue Bond	A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.
Revolving Fund	Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch 44 ss. 52E ½ requires each revolving fund must be established by ordinance or charter and stipulates that each fund must be re-authorized each year at annual town meeting action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the town in the most recent fiscal year, and not more than one percent of the amount raised by taxation may be administered by a single fund. Wages and salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits. Revolving funds for other programs as provided by statute are still allowed, and a departmental revolving fund may be implemented in addition to or in conjunction with other existing statutory revolving funds, provided that the departmental revolving fund does not conflict with provisions of other revolving funds.
Sale Of Cemetery Lots Fund	A fund established to account for proceeds of the sale of cemetery lots. The proceeds may only be appropriated to pay for the cost of the land, its care and improvement or the enlargement of the cemetery under provisions of MGL Ch. 144 ss. 15.
Stabilization Fund	A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may appropriate into this fund in any year an amount and any interest shall be added to and become a part of the fund. A two-thirds vote of town meeting is required to appropriate money from the Stabilization Fund.
State Aid Anticipation Note (SAAN)	A short-term loan issued in anticipation of a state grant or aid (MGL Ch. 44 ss. 6A).
State House Notes	Debt instruments for cities, towns, counties and districts certified by the Director of Accounts. State House Notes, payable annually, are usually limited to maturities of five years. The notes are generally less costly and easier to issue than conventional issues for borrowing. They are commonly used for temporary loans and smaller long-term issues.
Tax Rate	The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Rate Recapitulation Sheet (Recap Sheet)	A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the Department of Revenue by September 1 (in order to issue the first-half semiannual property tax bills before October) or by December 1 (in order to issue the third quarterly property tax bills before January 1).
Five Year Valuation Certification	The Commissioner of Revenue is required to review local assessments every five years and to certify that they represent FFCV. The Bureau of Local Assessments is responsible for this process.
Trust Fund	In general, a fund held for the specific purpose stipulated by a trust agreement. The Town Treasurer acts as a custodian of trust funds and invests and expends such funds as stipulated by trust agreements or as directed by the Commissioners of Trust Funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For non-expendable trust funds, interest but not principal may be expended as directed.
Underride	A vote by a community to permanently decrease the tax levy limit. As such, it is the exact opposite of an override.
Unfunded Pension Liability	Unfunded pension liability is the difference between the value assigned to the retirement benefits already earned by a municipality's employees and the assets the local retirement system will have on hand to meet these obligations. The dollar value of the unfunded pension liability is driven by assumptions about interest rates at which a retirement system's assets will grow and the rate of future costs of living increases to pensioners.
Uniform Municipal Accounting System (UMAS)	The Department of Revenue regards UMAS as the professional standard for municipal account system that conforms to Generally Accepted Accounting Principles modern municipal accounting in Massachusetts. Among the benefits of conversion to UMAS is increased consistency in reporting and record keeping and enhanced comparability of data among cities and towns.
Unreserved Fund Balance (Surplus Revenue Account)	The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected.
Warrant	An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted upon by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors' warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.
Water Surplus	For water departments operating under MGL Ch. 41 ss. 69B, any revenues in excess of estimated water receipts or unspent water appropriations closeout to a water surplus account. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.
Waterways Improvement Fund	An account into which fifty percent of the proceeds of the boat excise is deposited. Use of these proceeds is limited to certain waterway expenses as outlined in MGL Ch. 40 ss. 5G.

